



**Closes Monday, September 1, 2025 @ 5:00 p.m.**

# Automotive Technician – Part-Time 18 Hrs.

## Definition

Under direct supervision, performs basic care and maintenance work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small Town of Paradise vehicles and equipment; performs related inventory, and record-keeping duties and performs related duties, as assigned.

## Typical Job Functions (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job:*

- Performs basic mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment such as generators, cars, fire trucks, police vehicles, backhoe, loaders, trailers, mowers, and tractors; ensures safe and effective operating condition of Town vehicles and power-driven equipment.
- Inspects a variety of vehicles and equipment according to established guidelines and procedures; troubleshoots, diagnoses, and resolves electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions; repairs or replaces parts and components as needed.
- Performs scheduled safety inspections and preventative maintenance of vehicles and equipment; identifies safety hazards and makes necessary adjustments to ensure safe operation; establishes preventative maintenance schedules.
- Services vehicles by ensuring satisfactory fluid levels; checks and replenishes air levels in tires; replaces tires; adjusts, repairs, and maintains air and hydraulic brake systems; adjusts and replaces brake shoes, pads and linings; turns drums and rotors; performs engine inspections, maintenance, and repairs; performs tune-ups on Town Vehicles and equipment as required.
- Performs minor overhauls on existing vehicles as requested to meet Town needs.

- Estimates material and equipment needed for projects; monitors inventory levels of parts, supplies, and equipment; contacts vendors to obtain product and pricing information; orders items from vendors according to cost effectiveness and timeliness of product delivery.
- Operates a variety of equipment including hand and power tools, welders, torches, jacks, grease guns, presses, compressors, testers, meters and forklifts; maintains equipment in proper working condition; drives a vehicle to conduct work.
- Maintains a variety of records related to maintenance schedules, vehicles, equipment, costs, warranties, recalls, and assigned projects.
- Responds to regular and emergency maintenance and repair requests; travels to various Town sites to make repairs to vehicles and equipment; uses a map to locate disabled vehicles; arranges for major maintenance and repairs with outside agencies as needed.
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition; assists with related building maintenance functions including installation and renovation activities.
- Performs other related duties as assigned.

## The Ideal Candidate

### Knowledge Of:

- Techniques, practices, procedures, tools, and materials used in the repair and maintenance of large and small vehicles and equipment.
- Diagnostic procedures for vehicles and equipment
- Practices, procedures, techniques and equipment used in welding and metal fabrication.
- Operation of gasoline, diesel, and alternative-powered engines.
- Preventative maintenance practices and procedures.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

## Knowledge of (continued):

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers, and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

## Ability to:

- Perform basic mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment.
- Troubleshoot, diagnose, and resolve electrical, mechanical, hydraulic, computerized, and other types of vehicles and equipment malfunctions.
- Repair or replace parts and components as needed.
- Perform scheduled safety inspections and preventive maintenance of vehicles and equipment.
- Estimate and procure materials and equipment needed for projects.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Operate a variety of hand and power tools including welding equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and the outside agencies as needed to assume assigned responsibilities.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## Education & Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from the twelfth (12<sup>th</sup>) grade.

- While this is an entry-level automotive technician position, related training and experience is preferred.

## Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License and satisfactory driving record.

## Important Application Information

- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by:
- **Monday, September 1, 2025 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department  
**Attn: Automotive Technician**  
5555 Skyway  
Paradise, CA 95969
- Application packets must include the following:
  - [Employment Application Form](#)
  - Resume and Cover Letter
- Postmarks will not be accepted as proof of filing date

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board interview process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

*The information contained in this announcement is general in nature and does not constitute an expressed or implied contract.*

*The Town of Paradise is an Equal Opportunity/Affirmative Action Employer*

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The Pay Rate for Automotive Technician is

**\$23.64 to \$30.17** hourly or  
**\$24,585 to \$31,376** annually

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