

## PJ3002 Job Description: Automotive/Equipment Technician

Created/Revised: 05/08/2006 / 08/11/2021

Reviewed: 08/11/2021



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**Division:** Planning and Logistics  
**Reports To:** Fleet Services Manager  
**FLSA Status:** Non-Exempt  
**Salary Level:** Automotive/Equipment Technician II  
**Classification:** Civilian

### **SUMMARY:**

Under minimal supervision, the Automotive/Equipment Technician II performs specialized, journey-level mechanical maintenance and repair work on all vehicles (light and heavy duty) and mechanical equipment of the Agency, as assigned by the Fleet Services Manager. This position requires scheduled evening and weekend on-call duty in a divisional rotation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Diagnose operational problems and evaluate scope of work to be performed and prioritize workflow to minimize apparatus down-time on all types of apparatus and heavy equipment.
- Test, troubleshoot, and repair gasoline and diesel engines, transmissions, fuel systems, and brake systems (air and hydraulic), electrical, and hydraulic systems.
- Remove and install automatic and manual transmissions, fuel and water pumps, engines, and carburetors.
- Rebuild air and hydraulic brake components, drums, discs, and cylinders.
- Install and repair air conditioning units and other electrical components.
- Perform major and minor repairs and preventative maintenance on all types of firefighting apparatus, auxiliary equipment (generators, small engines, foam systems, fire pumps), and heavy equipment.
- Ensure compliance with prescribed operating and safety standards for all Fleet and shop equipment.
- Perform operational and safety inspections on aerial manlift equipment.
- Maintain computerized maintenance and repair records.
- Interact with the public in a positive manner that exemplifies the Agency's mission.
- Maintain a 'Meets Standards' on member's evaluations in the "Core Values" areas of customer service, attitude, teamwork, job competency, and interpersonal skills.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store, and locate the written records of the Agency, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, emails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and

## **PJ3002 Job Description: Automotive/Equipment Technician**

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public records obligations of the State of Arizona and the Agency and to be able to quickly locate and retrieve the same as part of a public records request.

- Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of training, education, or experience equivalent to a minimum of five (5) years as a journey-level mechanic; may include experience in heavy-duty equipment maintenance or repair.
- Knows modern procedures, methods, tools, and standard practices of automotive repair and maintenance, including diesel engines.
- Knows methods, materials, tools, and standard practices of the heavy-duty mechanic's trade.
- Understands the hazards and safety precautions of the mechanic's trade.
- Understands the principles of internal combustion engine operation.
- Able to operate all shop diagnostics equipment.
- Can diagnose and evaluate the scope of work needed to repair mechanical and hydraulic equipment.
- Able to read and interpret vehicle wiring diagrams, to include the ability to distinguish colors, with assistance, if needed.
- Is skilled in the safe use of tools and equipment common to the vehicle mechanic trade.
- Can use shop equipment including but not limited to, hand, bench, and machine tools, hydraulic lifts and equipment, wheel and tire repair apparatus.
- Must supply own hand tools and roll away box.
- Has general working knowledge of basic office equipment (copier, fax).
- Has time management skills, including being able to prioritize work in order to meet goals, objectives and deadlines and can work in an environment where there may be multiple interruptions.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Any combination of training, education, or experience equivalent to a minimum of five (5) years as a journey-level mechanic; may include experience in heavy-duty equipment maintenance or repair.

## **PJ3002 Job Description: Automotive/Equipment Technician**

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- Completion of Automotive/Equipment Technician II Task Book (internal promotions only).

### **LANGUAGE SKILLS:**

The successful candidate will be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and speak effectively before groups of customers or members of the organization.

### **MATHEMATICAL SKILLS:**

The successful candidate will be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, calculate figures and amounts such as proportions, percentages, area, circumference, and volume, and apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

The successful candidate will be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid Driver's License and maintain a driving record that supports the ability to operate an agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.
- General Automotive Mechanic Certification preferred.
- Emergency Vehicle Technician (EVT) Certifications F1 through F4 preferred.
- Automotive Service Excellence (ASE) Certifications A-1 through A-9, T-1 through T-8, and L-1 through L-2 preferred.
- Certificates of continued training preferred.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a member to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste, and smell. The member is occasionally required to sit. The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **PJ3002 Job Description: Automotive/Equipment Technician**

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### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly exposed to moving mechanical parts. The member is frequently exposed to high, precarious places, outside weather conditions, and vibration. The member is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. The member is required to work in confined or tight spaces. The member is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and bloodborne pathogens.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.

## **PJ3003 Job Description: Automotive/Equipment Technician I**

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**Division:** Planning and Logistics  
**Reports To:** Fleet Services Manager  
**FLSA Status:** Non-Exempt  
**Salary Level:** Automotive/Equipment Technician I  
**Classification:** Civilian

### **SUMMARY:**

Under close supervision, the Automotive/Equipment Technician I is responsible for performing semi-skilled and skilled work in maintaining the light duty vehicles and mechanical equipment of the Agency, as assigned by the Fleet Services Manager. Exercising independent judgment in determining repair methods, the Automotive/Equipment Technician I performs repair and preventative maintenance services on automotive and related equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Repair and adjust gasoline engines, transmissions, fuel systems, brake systems, electrical, and hydraulic systems.
- Remove and install automatic and manual transmissions, fuel and water pumps, engines, and carburetors.
- Rebuild brake components, drums, discs, and cylinders.
- Install and repair air conditioning units and other electrical components.
- Diagnose operational problems on a variety of automotive equipment.
- Perform repairs and preventative maintenance on vehicles and equipment.
- Repair lighting systems on vehicles.
- Ensure compliance with prescribed operating and safety standards for all Fleet and shop equipment.
- Maintain computerized maintenance and repair records.
- Interact with the public in a positive manner that exemplifies the Agency's mission.
- Maintain a 'Meets Standards' on member's evaluations in the "Core Values" areas of customer service, attitude, teamwork, job competency, and interpersonal skills.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the Agency, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, emails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the Agency and to be able to quickly locate and retrieve the same as part of a public records request.
- Other duties may be assigned.

## **PJ3003 Job Description: Automotive/Equipment Technician I**

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### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of training, education, or experience equivalent to a minimum of three (3) years of experience in automotive/light truck repair or heavy equipment repair.
- Knows modern procedures and methods of automotive repair and maintenance including diesel engine.
- Knows methods, materials, tools, and standard practices of the heavy-duty mechanic's trade.
- Understands the hazards and safety precautions of the mechanic's trade.
- Understands the principles of internal combustion engine operation.
- Can evaluate the scope of work needed to repair mechanical and hydraulic equipment.
- Able to use electronic diagnostic equipment to determine electrical or mechanical malfunctions.
- Able to read and interpret vehicle wiring diagrams, to include the ability to distinguish colors, with assistance, if needed.
- Is skilled in the safe use of tools and equipment common to the vehicle mechanic trade as well as vehicle lifts.
- Must supply own hand tools and roll away box.

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- Graduate of a vehicle maintenance technical school/college, or a minimum of three (3) years of experience in automotive and light truck repair.

### **LANGUAGE SKILLS:**

The successful candidate understands and can effectively carry out verbal and written instructions, is able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, write routine reports and correspondence, and speak effectively before groups of customers or members of the organization.

### **MATHEMATICAL SKILLS:**

The successful candidate will be able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals, calculate figures and

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amounts such as proportions, percentages, area, circumference, and volume, and apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

The successful candidate will be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a valid Driver's License and maintain a driving record that supports the ability to operate an agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.
- Automotive Service Excellence (ASE) Certificate preferred.
- Certificates of training preferred.
- Certificate of completion of vehicle trade school preferred.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a member to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste, and smell. The member is occasionally required to sit. The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly exposed to moving mechanical parts. The member is frequently exposed to high, precarious places (over 100 feet), outside weather conditions, and vibration. The member is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. The member is required to work in confined or tight spaces. The member

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is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and bloodborne pathogens.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.