

JOB DESCRIPTION

Coachella Valley Water District

Date: 2/24/2020

TITLE: Automotive Technician I

SRN: 24

DEPARTMENT: Facilities Maintenance

SECTION: Auto Shop

REPORTING RELATIONSHIP:

Reports to: Auto Shop Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, to perform work in preventative maintenance and inspections; overhauling and repairing automotive and other power-driven equipment; and to related work as required.

ESSENTIAL FUNCTIONS:

1. Inspects, diagnoses and repairs mechanical difficulties on automobiles, trucks and a variety of maintenance and construction equipment.
2. Adjusts, replaces, repairs and learns to overhaul a variety of engines, transmissions, clutches, differentials and brake systems.
3. Diagnose and repair electrical and charging systems and components including alternators, distributors, relays, lights, sockets, switches and electrical assemblies.
4. Learns on-board computer diagnostics and principals of operation, repair and servicing procedures.
5. Learns to diagnose and repair R-134A and HFO-1234yf air-conditioning systems. Must attend classes on and be certified in the handling of freons used in mobile air-conditioning systems.
6. Repairs and maintains lawn mowers, tamping, cutting equipment and other small 2 and 4 cycle engines single and multiple cylinders.
7. Operates a computer to enter data, conduct research, and order replacement parts.
8. Assists and works with Automotive Technicians II and III for the purpose of learning to service and repair the more complex vehicles, machines and equipment within the districts fleet.
9. Learns to service standby generators and assists Automotive Technicians II and III in their repair.

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10. Collects and enters data such as: time cards, work orders, service logs, units of production, and information relating to Asset Management and Computerized Maintenance Management System (CMMS).

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification and have 609 certification for air conditioning service and any Automotive Service Excellence (ASE) certification/s in automotive or medium/heavy truck repair is highly desirable.

Will be required to obtain a Class A drivers license with Hazmat endorsement within 12 months.

Experience: Prefer 2 years' experience in a general repair shop or automotive dealership repair facility, experience working in a power equipment repair shop helpful but not required.

Knowledge of:

- Fundamentals of basic operation and maintenance of gasoline and diesel 2 and 4 stroke single and multiple cylinder engines
- Basic hydraulics
- Basic mechanic's tools and equipment.
- Safe work practices and procedures.
- Appropriate safety gear and equipment.

Ability to:

- Inspect, diagnose and repair mechanical difficulties on small engines, and related equipment
- Learn to diagnose and repair air brake systems
- Read mechanical diagrams, manuals and schematics.
- Understand and carry out oral and written instructions.
- Safely and efficiently use a variety of mechanics tools and equipment.
- Work cooperatively with others.
- Accept and implement decisions once they have been made.
- Complete and maintain accurate shop records and reports.

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PHYSICAL REQUIREMENTS:

1. Works in extreme weather conditions including heat and rain. Will work in areas containing dust, fumes, vapors and chemicals.
2. Drives district vehicle to job sites including over rough terrain. Driving: moderate.
3. Uses a two-way radio for communication.

See Human Resources for physical assessment form.

Read and Acknowledged: _____
Employee Signature

____/____/____
Date

Employee Name (Printed)