

**Job Class Profile:**            **Automotive Technician**

**Pay Level:**                      **CG-29**                      **Point Band:**                      **622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	2	5	6	3	3	3	2	6	
Points	233	33	32	29	90	65	62	43	64	651

## JOB SUMMARY

The Automotive Technician performs work associated with servicing, diagnosing, repairing, rebuilding or replacing the assemblies and systems and components of cars and light trucks. Technicians are required to make recommendations on appropriate courses of actions and perform applicable tests and inspections to verify workmanship and compliance with industry regulations and standards.

### Key and Periodic Activities

- Performs all repairs and maintenance associated with Government's Preventative Maintenance Program.
- Diagnoses and repairs all systems and components of vehicles and equipment in the transportation garage.
- Diagnoses and repairs all problems related to vehicle computer control warning light system (engine electronic controls, transmission controls, air bag controls, etc).
- Performs vehicle inspections related to Government's Preventative Maintenance Program.
- Diagnoses, services and repairs different electronic systems associated with automotive body repairs.
- Performs emergency road services and repairs.
- Performs welding procedures on different automotive mechanical systems.
- Diagnoses, services and repairs auto air conditioning systems.
- Performs detailed inspections of a vehicle's body, chassis and drive train for condition reports.
- Maintains records, prepares reports and work orders.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Knowledge of new developments in equipment and electronic technology.
- Knowledge of computer technology.

- Knowledge of safe work practices.
- Industry regulations and standards.

**Formal Education and/or Certification(s):**

- Minimum: Journey Person (Automotive Service Technician).

**Years of Experience:**

- Minimum: 4 to 5 years.

**Competencies:**

- Ability to repair or calibrate engine propulsion systems and transmission and electronic systems.
- Ability to operate machinery for repair and test purposes.
- Analytical skills.
- Problem solving skills.

**Interpersonal Skills**

- Interpersonal/communication skills used by employees include listening to information from supervisor and/or client; asking questions to obtain information and direction to solve a problem; providing routine information and direction to peers; and exchanging knowledge and expertise to solve challenging problems which can reduce vehicle downtime.
- The most significant contacts are with the supervisor to discuss required repair work; clients to elaborate on details and information to assist in diagnoses and repair work required; and with peers to share knowledge, troubleshoot and repair vehicles.

**EFFORT**

**Physical Effort**

- The demands of the job constantly results in considerable fatigue, requiring periods of rest.
- Lifting or moving objects 25 to 50 lbs., is required on a constant basis with occasionally lifting or moving objects over 50 lbs.
- Constantly standing for extended periods of time while performing certain tasks. Walking and climbing are a regular occurrence and sitting and driving are required occasionally. Working in awkward or cramped positions or body movements is constant when performing automotive repairs. Examples of physical effort include working under a vehicle's dash, kneeling in cramped positions, using fingers or one hand to install a part, standing/leaning/reaching over a car fender for extended periods of time to remove an engine and using a 15 lb. bar to pry and line-up a suspension component for assembly.
- Manual or physical activities include fine finger or precision work when installing parts, using hand tools that require accurate control and steadiness, using gross motor skills, using machinery or equipment that requires very controlled movement, operating heavy equipment, using equipment that requires rapid physical movement and reflexes and maintaining physical balance are required on a constant basis.

**Concentration**

- **Visual** concentration or alertness is required when troubleshooting a car's electrical system and working with wiring diagrams and components for extended periods of time.

- **Auditory** concentration and strain is experienced when listening to engine noises in order to diagnose a problem.
- Other sensory demands such as **touch** and **smell** are required to diagnose a problem, i.e. transmission fluid leaking from an exhaust system would be red in color and would have a particular smell associated with it.
- **Alertness and concentration** are required when working in and around moving machinery and equipment, while performing diagnostic work and using monitors, gauges and listening for noises and **alertness** for the health and safety of others is required when working with peers and using power tools.
- **Time pressures, interruptions, and deadlines** are experienced during key times of the season when some jobs require repairs on a priority basis. Delays in ordering and receiving parts can result in **lack of control over work pace** and deadlines not being met.
- Performing tasks such as removing, installing and rebuilding engines and other drive-line components require a high level of **precision and exact results**.

### Complexity

- Work involves diagnosing and repairing mechanical problems which involves tasks that are different and allow the use of similar skills and knowledge.
- A typical problem is diagnosing computer control problems using electronic diagnostic equipment to troubleshoot the vehicle's computer control system. Wiring diagrams and computer information systems have to be used to find and repair the systems problems. Electronic technology is rapidly advancing and there is a requirement for continued training in order to perform highly technical tasks and solve problems.
- References to assist in addressing problems, challenges and issues include an on-line vehicle information center, other automotive technicians and automotive dealership information.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled.
- Exercises authority to make decisions on minor parts and equipment purchases and provide input into processes and material required. May provide input into safety policies.
- Supervisory approval is required before initiating major repairs, ordering and purchasing parts and performing warranty work.
- Works independently with discretion and judgement exercised when determining the extent of repairs, service life of equipment and determining if equipment repairs can be deferred. A high degree of independent discretion and judgment is exercised when performing motor vehicle inspections and annual service repairs, inspecting damaged or abused equipment and when performing computer and electronic repairs.
- Provides advice to supervisor, co-workers and apprenticeship students.

### Impact

- Work results can have an impact within the immediate work area, department/group, within and outside the organization and on customers/clients.
- Additionally work results may impact equipment, finances, human resources, health and

safety and corporate image. Proper maintenance and repair contributes to the safe operation of government's fleet of vehicles and reduces downtime.

- Mistakes or errors can result in safety issues and increased repair costs.
- Errors are typically resolved within hours of identification, however, resolution is dependent upon the repairs required.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- There is involvement with overseeing and evaluating apprenticeship students.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is a requirement to wear safety equipment such as safety boots, hard hat, safety glasses, protective gloves, reflective coveralls, safety vest, ear protection, masks and filters.
- The likelihood of minor cuts, bruises, abrasions or minor illnesses, fractures, partial or total disability is significant.
- Constantly exposed to unusual/distracting noise, dirt, dust, filth or garbage, fumes, limited ventilation and lighting when diagnosing engine oil leaks, odours from various sources, wet or slippery floors when ice and snow melt from vehicles and heavy machinery. Exposure to hazardous chemicals, electrical shocks, lack of privacy, awkward or confining workspaces when working under vehicles, temperature extremes, sharp objects and adverse weather conditions is a regular occurrence and glare, vibration, toxic or poisonous substances, dangerous heights or depths, fire and travel are occasional.