



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Automotive Technician	Job Code:	8005200	Job Grade:	11
Reports To:	ASC Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Communications and Central Services	Loc. Code:	4011076	SIC Code:	1611
				WC Code:	8391
Division:	Automotive Repair Center	CS Code:*	A, B, C, D	EEO Code:	G15

Summary of Functions: Performs skilled mechanical work required to maintain, repair and overhaul County vehicles.

Management Scope:

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Analyzes vehicle needs and performs necessary maintenance and repair.	55	E
2. Operates shop equipment necessary to perform assigned tasks.	15	E
3. Performs scheduled maintenance service such as oil changes and tune-ups.	10	E
4. Maintains records of parts replaced, repair work completed and routine maintenance performed.	05	E
5. Assists with compressed natural gas conversions and repairs.	05	E
6. Ensures work area is kept clean, safe and properly maintained.	05	E
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program and one (1) year automotive repair/maintenance training. Three (3) years of automotive repair work related experience or 45 hours of college from an accredited college or university or combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Knowledgeable of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must have a valid Class B Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Mandatory drug test prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment.

Physical/Environmental Requirements:

Ability to climb ladders and lift weights in excess of 50 lbs., assisted. May work in inclement weather and in awkward positions.

Hay Points/Point Factor:

HS12=100, EXP3=30, VM3B=20, PD2B=15, WH2A=20, WE3B=20, IC2B=35, DL3=20, PS1=15, RE2C: 25, SF2C=25, TTL: 325

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 11/2004; 10/2014

Approved by Civil Service Commission on

Date 01/24/2005; 10/20/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.