

Newport News Public Schools

Job Description

Job Title: Automotive Technician
Position Code: 5N11
Job Classification: Non-Exempt

Supervisor: Automotive Mechanic III
Pay Grade: 14
Contract Length: 245 Days

Job Summary

Position is responsible for performing repairs on vehicles.

Essential Duties

1. Performs service work and repair on a wide variety of vehicles.
2. Prepares schedule for oil changes and lubrication of all motor vehicles and buses.
3. Insures all lube points are properly contacted.
4. Schedules and performs exterior and interior washing and cleaning of all vehicles.
5. Performs summer clean-up and paint touch-up on buses.
6. Performs routine maintenance service on buses and other types of vehicles.
7. Assists mechanics in performance of technical repairs.
8. Performs delivery and pick-up of parts and delivery of buses and vehicles to dealerships.
9. Performs bus and other type of refueling and oil checks. Adds oil when necessary.
10. Models nondiscriminatory practices in all activities.
11. Performs other related duties as assigned by the Automotive Mechanic III or appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school, GED, trade or vocational school courses; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Considerable experience as a skilled serviceman which includes maintaining a motor vehicle to prevent major and minor repairs due to lack of proper lubrication or care. Must possess a valid Virginia Commercial Driver's License (CDL) to operate a school bus.

Working Conditions and Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions. Must be capable of lift, carry and/or move up to 75 pounds and push/pull 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Automotive Mechanic III

This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive Tire Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Automotive Mechanic III or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date