

**JOB DESCRIPTION**

**TITLE:** Fleet Operations Technician II  
**SUB-TITLE:** Automotive Mechanic  
**DIVISION/UNIT:** Logistical Support Division/Fleet Operations Unit  
**REPORTS TO:** Operations Supervisor II, Fleet Operations Unit  
**DATE:** June 2017      **PAY RANGE:** 16      **FLSA:** Non-Exempt

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**Job Objectives:** (Purpose of the position.)

Provide automotive repairs and maintenance to department vehicles.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Repair, inspect, and service department vehicles; may include duties such as line repair work, tune-ups, fabrication of special equipment, road tests, transmission, electrical system, and brakes.
2. Install, test, and repair specialized police equipment.
3. Perform clerical support tasks; such as writing service orders, searching for part listings and service records, and maintaining service log sheets.
4. Assist in maintenance of shop equipment; perform routine cleaning and sweeping of garage work areas.
5. May assist law enforcement personnel in recovering evidence from vehicles.
6. Respond to tow/service calls. Test drives vehicles to check repairs, may drive vehicles to pick-up parts, etc.
7. May assist with administrative/supervisory duties in crew leader's absence.
8. Very heavy lifting (over 50 pounds) is required occasionally; heavy lifting (20 to 50 pounds) and light lifting (5 to 20 pounds) is required frequently.

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9. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, weekends and/or holidays.
10. Must have the ability to perform work duties in extreme heat.
11. Performs related duties as required.
12. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, and have a minimum of three to five years of experience in a full-service auto repair facility. Prefer VOTEC or formal technical training in applied auto repair. Incumbent must have experience or training in welding, and knowledge of electronics to diagnose and repair computers in vehicles.

Incumbent must obtain a Missouri State Inspectors Permit within one year of hire date.

Possession of a current valid driver's license required.

**Physical Requirements:** Standing for prolonged periods, bending, kneeling, climbing, pulling, pushing, and hand dexterity to make necessary repairs.

**Job Location:** (Place where work is performed.)

Position operates in a shop and service station environment 95-98% of the time. Occasionally incumbent may have to drive somewhere to pick up a car or perform maintenance.

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**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Hand and pneumatic tools typical for automotive repair
- Computerized digital scan tool
- Automotive charging system tester
- Refrigerant recovery device
- Miscellaneous shop machine tools such as brake lathes and welding equipment
- Personal computer or mainframe terminal
- Vehicle/Motorcycle