

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV34809
Job Class Code:	570	Salary Schedule:	ASRREQRPR
EEO Category:	07	Grade:	18 A
Workers Comp Code:	8380		

Job Code Established:	06/01/02	Effective Date:	06/01/02
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Equipment Maintenance and Repair Series

JOB CODE TITLE: EQUIPMENT REPAIR LEAD TECHNICIAN

HRIS TITLE: EQP REPAIR LD TECH

CHARACTERISTICS OF THE CLASS: Works under general supervision, in accordance with accepted automotive service/repair industry standards and agency policy. The working lead will interact in the daily functions of directing activities of the shop's repair technicians. Includes, scheduling preventative maintenance, repairs, and modifications, monitoring safety, and coordinating emergency repairs. In addition, assists in solving customer inquires / complaints, identifying equipment abuse, and monitor vendor performance. Also performs the most difficult tasks in diagnostic and mechanical, electrical, and electronic systems repair on a wide variety of automotive and/or heavy-duty equipment. The position schedules, oversees preventative maintenance and repairs, assigns work, conducts quality control inspections, assures the safe operation of vehicles after repairs, and assures shop operations are conducted in a safe and productive manner; responsible for accurate repair cost documentation; determines the most economical means of returning a vehicle to service. Assumes duties of supervisor in his/her absence. Approves repairs on automotive, truck and heavy construction equipment under a specified dollar limitation, authorizes contracted services within a specified dollar limitation (pre-determined in conjunction with special projects), schedules shop workload activities. Authorized to document employee disciplinary matters.

EXAMPLES OF DUTIES: Assigns work activities to repair technicians. Assigns priorities to vehicles undergoing repair within the shop. Reviews repair documentation for accuracy and completeness. Coordinates repair requirements with other shops or contracted vendors. Inspects incoming vehicles to determine maintenance requirements and best repair approaches and inspects completed services, opens work requests in maintenance management system, ensures all work is properly completed and closes work requests. May be responsible for shop safety and environmental program. Repairs, rebuilds, and/or overhauls gasoline/diesel engines, transmissions, axles, rear ends, suspension systems, hydraulic systems, electrical systems, and other components on a wide variety of automotive/truck and heavy construction equipment. Diagnoses problems in mechanical, electrical, electronic, and/or hydraulic systems. Inspects a wide variety of automotive/heavy construction equipment in accordance with safety/scheduled preventive maintenance checklists. Updates/maintains equipment service/repair records and prepares detailed inspection reports. Directs shop activities during supervisor's absence. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: power/drive train system inspection, diagnosis, repair procedures electrical systems inspection, and diagnosis. Must know electronic control systems inspection, diagnosis, repair procedures and computerized diagnostic analyzer uses and practices. Must know hydraulic systems inspection, diagnosis, repair procedures and operating principles of gasoline and diesel fueled internal combustion engines. Knowledge of principles and practices of scheduled preventative maintenance programs. Must know automotive shop safety principles and practices, record keeping principles and practices and automotive/truck and heavy construction equipment operating procedures.

Skill/Ability to: using computerized diagnostic analyzer equipment to troubleshoot and repair electric, electronic and mechanical systems. Skill in using a wide variety of specialized tools and equipment to service, repair and maintain automotive/truck/ and heavy construction equipment. Skills in preparing accurate repair estimates and establishing the best and most cost effective course of repair action. Skill in coordinating and negotiating repair service and repair requirements with commercial vendor repair operations. Skill in using repair/service/overhaul manuals printed or computerized. Skill in performing quality control inspections, estimating time and material costs of repairs on equipment. Skills in leading and motivating employees while establishing effective working relations. Skill in using computerized maintenance management and information systems. Diagnose and resolve mechanical, electrical, electronic hydraulic system problems and perform safety/preventive maintenance inspections on a wide variety of automotive/truck/heavy construction equipment. The ability to overhaul, repair, and service a wide variety of automotive/truck and heavy construction equipment. Ability to follow oral and written instructions and effectively communicate verbally and in writing. Ability to prioritize, schedule, and track repairs and services for a large fleet repair operation. Ability to comprehend and apply rules regulations, policies and procedures.

SPECIAL SELECTION FACTORS: Journey level experience must have been acquired within the last 10 years. Must possess valid Arizona driver's license at a level appropriate to the position/assignment. A medical/physical evaluation is required prior to appointment. Required to provide necessary personal hand tools. Four years of journey- level experience diagnosing and repairing a variety of automotive/heavy duty equipment or Two years of automotive/ heavy equipment journey- level experience and education/training in a certified/accredited automotive/heavy duty equipment repair school or Automotive Service Excellence (ASE) or vehicle manufacturer's certification in six automotive repair fields. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.