



## Title: Lead Automotive Technician

FLSA Status: (Non-Exempt)

### BRIEF DESCRIPTION:

The purpose of this position is to provide technical advice and act as a lead to Automotive Technicians. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, and assisting staff with complicated and difficult assignments which may include fire pumpers and aerial trucks, depending upon assignment. Other duties may include completing related tasks as assigned.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Provides technical advice to Automotive Technicians, including handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	H	Performs preventative maintenance and repairs on a variety of gasoline and diesel powered equipment; including light and heavy duty vehicles, construction and maintenance equipment, and fire pumpers and aerial trucks, depending upon assignment.
3	M	Diagnosis the more complex and difficult mechanical problems on all gasoline and diesel powered equipment, and depending upon assignment, fire apparatus, complex pumper and aerial truck systems.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements	
Experience	4-6 years experience. Considerable previous experience required in the same or similar previous positions. The job requires an expert or journey level of knowledge of common and uncommon techniques, concepts, methods, practices, procedures, use of forms, routines, etc., of an extremely complex nature.
Education	High school graduation or equivalency.
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires heavy physical exertion and effort. Forces exerted are equivalent to lifting between 25 and 50 pounds. The need for physical stamina and endurance is great. The degree of physical strain produced on the job is high. It results in fatigue, and requires periods of rest. Job requirements for manual dexterity and physical manipulation are high. Work could involve the coordination of body movements involving various body postures.
Contacts	Contacts are necessary to perform the job as work involves contacts for the purpose of explaining or discussing commonly encountered business matters such as how information was collected or the basis of a calculation. Contacts are frequently with other closely associated work units within the organization.
Responsibility	The job requires the provision of guidance and training to others. The job does not have formal or official supervisory responsibilities. The job does not perform a personnel function, supervise the employees or handle non-work problems.
Accountability	Decision/action situations have a moderate impact on the organization. Errors are usually detected after the fact and may result in significant interruption and delay in work output and may have a moderate impact on resources within a department. Errors may have an impact on other departments and external relationships.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class B Driver's License upon hire, with Tanker Endorsement depending upon assignment. 4 Automotive Service Excellence (ASE) Certifications or 4 Emergency Vehicle Technician (EVT) Certifications upon hire and must maintain. ASE Master Certification or a combination of 10 ASE Certificates (Automotive/ Heavy Truck) and/or Emergency Vehicle Technician (EVT) Certifications within two years of hire. Arizona Emission License within one year from date of hire, depending on assignment.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "H"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	F	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs, step stools
Balancing	O	On step stools
Vision	C	Reading, computer screen, driving
Hearing	O	Communicating via telephone/radio, to co-workers/public
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Scanner, A/C service station, brake lathe, welder, fork lift, floor jack, crane, scope, plasma cutter, hand tools, diagnostic equipment, computer, Microsoft Office, Hanson, Faster, Mitchel on Demand.

**ENVIRONMENTAL FACTORS:**

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			F			Respiratory Hazards			D	
Chemical Hazards			F			Extreme Temperatures			S	
Electrical Hazards			F			Noise and Vibration			D	
Fire Hazards			R			Wetness/Humidity			S	
Explosives			N			Physical Hazards			D	
Communicable Diseases			N							
Physical Danger or Abuse			R							
Other										

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, earplugs, dust mask, welding helmet, gloves, protective clothes, safety shoes, and knee pads.

**NON-PHYSICAL DEMANDS:**

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			O
Tedious or Exacting Work			O
Noisy/Distracting Environment			F

**PRIMARY WORK LOCATION:**

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop	X	Other	
Recreation/Neighborhood Center			