



AUTOMOTIVE SERVICE TECHNICIAN
AUTOMOTIVE TECHNICIAN 1
AUTOMOTIVE TECHNICIAN 2

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SERIES CONCEPT

Automotive Technicians inspect, diagnose, maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment.

Determine the cause and extent of component or system failure through test drives, pressure and temperature checks, visual inspection, use of diagnostic equipment, and reference to technical service manuals, blueprints and schematic manuals; diagnose malfunction and identify parts required for repairs.

Repair and/or rebuild brake systems including disc, drum and air brakes; steering and suspension system components and differential and drive line components. Repair and service automatic and manual transmissions and maintain and repair electrical and wiring systems.

Fabricate and install parts, components and special use items; measure and draw plans; calculate material requirements; cut and assemble the item by either welding or bolting together; and install the finished product.

Employees complete requisitions for required filters and parts; check fluid levels and add or change fluids as necessary; lubricate the vehicle/equipment in accordance with manufacturer's specifications; replace spark plugs and wires; charge or replace batteries; replace lamps; code repair tasks and maintain records of work performed. Wash and detail vehicles/equipment to ensure a presentable appearance; steam clean the engine or entire vehicle; clean windows, upholstery and carpets. Pick up, deliver, and return equipment and parts and verifying the accuracy of accompanying invoices and credit memos. Fuel vehicle/equipment and schedule vehicles/equipment for service.

Employees may direct adult and youth inmate or patient workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment.

DISTINGUISHING FEATURES

The **Automotive Service Technician** complete the day-to-day operational and preventative maintenance related to automotive equipment. Employees add or change fluids as necessary; lubricate the vehicle/equipment for service.

The **Automotive Technician 1** completes the full range of duties in the series concept based on work orders entailing the initial diagnosis of problems. Employees also complete preventative maintenance work as defined by the manufacturer.

The **Automotive Technician 2** completes the full range of duties described in the series concept including electrical, fuel system and repair work requiring the use of specialized diagnostic equipment. Employees also rebuild engines, differentials, and complete transmissions and complete mechanical inspections of vehicles involved in accidents.

MINIMUM QUALIFICATIONS & SKILLS

Automotive Service Technician - One (1) year of experience in an automotive environment completing lube, oil and filter service, new vehicle preparation, tire changes or auto detailing.

SKILL:

- Determine the kind of tools and equipment needed to do a job.
- Read, understand and apply information from procedural and manufacturer handbooks to solve problems and make decisions.
- Use logic and reasoning to identify the strengths and weaknesses of solutions, conclusions or approaches to problems.
- Listen to what other people say and ask appropriate questions to obtain needed information.
- Provide information based on factual understanding of processes and procedures.
- Move equipment, parts and tools using appropriate safety procedures and practices.

Automotive Technician 1 - Two (2) years of journey-level automotive mechanic's experience.

SKILL:

- Read and apply a plan for repair, modification or replacement.
- Repair automotive and equipment systems using the appropriate tools.
- Determine the kind of tools and equipment needed to do a job.
- Interpret and apply information from procedural and manufacturer handbooks to solving problem and make decisions.
- Use logic and reasoning to identify the strengths and weaknesses of solutions, conclusions or approaches to problems.
- Read, understand and apply schematic drawings.
- Install equipment, machines, wiring, or programs to meet specifications.
- Identify problems and review related information to develop and evaluate options and implement solutions.
- Listen to what other people say and ask appropriate questions to obtain needed information.
- Complete routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Provide information based on factual understanding of processes and procedures.
- Move equipment, parts and tools using appropriate safety procedures and practices.

Automotive Technician 2 - Four (4) years of journey-level automotive mechanic's experience.

SKILL:

- Diagnose the causes of operating errors using specialized diagnostic equipment.
- Inspect malfunctioning equipment and determine a plan for repair, modification or replacement.
- Repair automotive and equipment systems using the appropriate tools.
- Determine the kind of tools and equipment needed to do a job.
- Interpret and apply information from procedural and manufacturer handbooks to solving problem and make decisions.
- Use logic and reasoning to identify the strengths and weaknesses of solutions, conclusions or approaches to problems.
- Read, understand and apply schematic drawings.
- Install equipment, machines, wiring, or programs to meet specifications.
- Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Listen to what other people say and ask appropriate questions to obtain needed information.
- Complete routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Provide information based on factual understanding of processes and procedures.
- Move equipment, parts and tools using appropriate safety procedures and practices.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

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Heavy Equipment Technician – The Automotive Technician series is distinguished from the Heavy Equipment Technician series because of the assignment of duties to inspect, diagnose, maintain, repair, and modify fleet equipment comprised of a variety of light, medium, and heavy automotive and maintenance equipment.

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STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division