



Washington County Sheriff's Office Hagerstown, MD

JOB DESCRIPTION

TITLE: AUTO SERVICES TECHNICIAN

JOB OBJECTIVES:

To ensure that Sheriff's Office vehicles are kept at a high level of operational readiness through necessary repairs and scheduled routine maintenance.

CHARACTERISTICS OF THE ASSIGNMENT:

Makes necessary repairs on departmental vehicles to include, (but not limited to), brakes, exhaust, tune-ups, tire changes, major engine repairs. Uses a variety of mechanical tools and instruments. Requires ability to perform activities involving physical exertion and lifting of heavy articles (over 50 lbs.). Keeps inventory of parts and establishes contacts for parts procurement.

ESSENTIAL DUTIES, RESPONSIBILITIES, AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

1. Perform inspections. Compile records and reports on work performed.
2. Assist in the design, fabrication and installation of specialty parts such as electrical wiring and brackets for new components. Clean and maintain tools, equipment, and shop facilities. Perform repairs and upgrades to shop facilities.
3. Mount and balance tires, etc.
4. Performs and maintains preventive maintenance on mowing equipment, compressors and trailers and other major components and subassemblies.
5. Perform diagnosis and repair of gasoline, flex-fuel, propane and diesel engines, powertrain,

- drive trains, mechanical and air suspensions, hydraulic, electrical systems.
6. Perform starting and charging system tests. Rewire trucks and vehicles and install electrical and hydraulic components or electrical accessories.
 7. Checks and repairs or replaces various standard parts and assemblies such as generators, starter motors, wiper motors/blades, drive/timing belts/chains, ball joints, king-pins, brake linings/pads, wheel bearings, half-shafts and axles.
 8. Perform cooling system diagnosis and repair. Perform air conditioning system diagnosis and repair.
 9. Perform electronic power train fault diagnosis on vehicles using a variety of computerized scanners, CAN laptops, analyzers and meters.
 10. Reviews technical service bulletins and technical reports by interacting with computers, Internet and various software programs.
 11. Orders replacement parts and equipment using various communication devices, computers and software.
 12. Cleans and maintains tool, equipment and shop facilities and grounds.
 13. Performs standard automotive services such as lubrication, changing oil, fueling, cleaning or greasing parts.
 14. Performs engine tune-ups and adjustments to valves, spark plug gaps, ignition systems, lights, brakes and clutches. Assures emissions standards meet specified regulations as well as handling recalls from vehicle manufacturers.
 15. Installs and repairs electronic and radio equipment.
 16. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Advanced knowledge of the principals of operation, basic components, common malfunctions, corrective repair/diagnostic practices and preventive maintenance techniques for internal combustion engines and various motor vehicle systems and sub-assemblies including automotive passenger cars, trucks, construction and maintenance machinery and equipment; general knowledge of necessary safety precautions; skill in the use of tools and machinery used; ability to detect by inspection worn or broken parts; ability to adapt available tools and parts to specific repair problems.
2. Ability to drive and/or operate any County vehicle, machine or equipment.
3. Ability to develop effective work methods; to understand and carry out detailed, complex instructions; and prepare/keep/perform maintenance reports, records and service operations.
4. Ability to work effectively with, and to lead co-workers and/or subordinates if designated.
5. Functional interactive navigational computer skills to work with various software installed on stand –alone PC's, networked PC clients and web-based program and/or applications, knowledgebase's etc.
6. Must possess a minimum of the following (3) Automotive Service Excellence (ASE) certification levels. A1 Engine Repair, A5 Brakes and A7 Heating and Air Conditioning. Additional certifications are encourage, but not required.

7. Performs related work as required.
8. Prefer knowledge of the RTA fleet management software, but not a requirement.

EDUCATION AND EXPERIENCE:

1. Any combination of education and experience equivalent to graduation from high school and considerable experience repairing automotive and power-driven equipment.
2. Five years of full-time paid employment in the servicing, maintenance, and repair of motor vehicles or motor equipment, one year of which must have involved responsibility for performing automotive repair with mechanical and electronic system troubleshooting.
3. Vocational training in the field of automotive design and component repair. Factory certified training courses.

A comparable amount of training and experience may be substituted for the minimum qualifications.

MINIMUM REQUIREMENTS:

1. U. S. citizenship or ability to produce documentation to establish legal ability to work in the United States.
2. High School diploma or GED recognized by the Maryland Board of Education
3. Minimum age of 18 at time of hire
4. Possession of a valid driver's license
5. Possession of a working knowledge of Microsoft Office programs
6. Ability to complete any training required by the Sheriff's Office.
7. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.
8. Ability to use a variety of office machines, i.e. copier, fax, personal computer, telephone, etc.
9. Ability to work with sensitive/confidential information and ability to maintain confidentiality of such information.

SPECIAL REQUIREMENTS:

Obtain a Department of Transportation Medical Card within (6) months of employment.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, assembly or replacement of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the technician is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils. The technician may be exposed to blood borne pathogens and may be required to wear specialized protective equipment.