

## AUTOMOTIVE GARAGE TECHNICIAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2046	Automotive Technician Assistant	15	013	6 mo.	00/00/00	Revised
2568	Automotive Technician *	14	013	6 mo.	00/00/00	Revised
	OR					
3182	Automotive Body Repair Technician*	14	013	6 mo.	00/00/00	Revised
1876	Garage Sub-Foreman	14	013	6 mo.	00/00/00	Revised
1684	Garage Foreman	14	013	6 mo.	00/00/00	Revised

*Promotional Line: 19*

### Series Narrative

Employees in this series perform and/or supervise duties involved in the maintenance and repair of automotive vehicles and related equipment.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Automotive Technician Assistant 2046**

Employees at this level assist Technicians and perform basic, entry-level work and services on various vehicles and equipment.

An Automotive Technician Assistant typically –

1. dispenses fuel, checks and refills fluid levels and changes oil and filters, as necessary
2. makes minor adjustments and repairs on equipment (such as repairing and/or replacing tires, head and tail lamps, muffler clamps, windshield wipers, and brakes and balancing wheels)
3. checks equipment for defects (such as cracked or broken hoses or belts, worn tires, and inoperative lights)
4. removes and replaces batteries
5. oils and greases equipment
6. test drives vehicles to assure proper working order, and delivers vehicles for servicing or refueling
7. cleans vehicles
8. cleans garage area and maintains shop equipment
9. disassembles and cleans vehicle parts

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\* The Automotive Technician and Automotive Body Repair Technician are both at the second level of the series. An employee may move from Automotive Technician Assistant into either the Automotive Technician or Automotive Body Repair Technician before moving to the Garage Sub-Foreman Level.

10. assists with mechanical and body repair work, as necessary
11. performs other related duties as assigned

**Level II A: Automotive Technician****2568**

Employees at this level assemble, service, repair, and operate vehicles and equipment.

A Automotive Technician typically –

1. disassembles and performs partial or complete overhaul of engines, transmissions, differentials, other assemblies and sub-assemblies
2. uses gauges, special tools, and specialized equipment to diagnose mechanical failure or problems (such as electronic diagnostic equipment, infrared machine for exhaust emissions, and air-conditioning recharging machine)
3. makes wheel alignments and balances wheels
4. installs and/or adjusts brakes, heaters and defrosters
5. replaces worn or broken parts
6. grinds valves
7. repairs automotive equipment (such as alternators, hydraulic systems, pneumatic systems, pumps, and carburetion systems)
8. operates vehicles to diagnose problems and validate that repairs have been completed
9. constructs, maintains or services shop equipment as necessary
10. repairs gasoline and diesel engines
11. serves as team leader/lead worker when assigned
12. repairs equipment and machinery as necessary
13. performs duties of previous level in series, as required
14. performs other related duties as assigned

**Level II B: Automotive Body Repair Technician****3182**

Employees at this level perform skilled work in the repair, replacement, and refinishing of automotive body parts, stampings, and upholstery.

An Automotive Body Repair Technician typically –

1. repairs, replaces, and refinishes automotive body parts (such as fenders, doors, grilles, hoods, and bumpers)
2. replaces glass
3. repairs or replaces automotive upholstery, doors, seats, and glass regulators
4. checks frames for straightness; straightens frames as necessary
5. assists in general automotive maintenance work as assigned
6. serves as team leader/lead worker when assigned
7. performs duties of previous level in series, as required
8. performs other related duties as assigned

**Level III: Garage Sub-Foreman****1876**

Employees at this level supervise and/or lead and assign work to assigned staff.

A Garage Sub-Foreman typically –

1. assists in the assignment of the work schedules of assigned staff
2. assists in recruiting, interviewing, selecting, training, and disciplining staff and monitoring time cards; approves time cards
3. verifies and approves material requisitions by employees being supervised
4. assists in reviewing unit operations; makes recommendations for improvements
5. performs work requiring mechanical and body repair experience and skill
6. performs duties of previous levels in series, as required
7. performs duties of Garage Foreman, as required
8. performs other related duties as assigned

**Level IV: Garage Foreman****1684**

Employees at this level plan, coordinate, schedule, and supervise the work of assigned staff.

A Garage Foreman typically –

1. establishes and defines objectives and policies
2. determines staffing needs in all operations; recruits, interviews, selects, evaluates, and disciplines staff; approves requests for time off

3. checks time and materials and maintains related records
4. supervises assigned staff in the repair of various equipment, paint and body work
5. implements a sound and proper safety and equipment maintenance program
6. makes estimates on repair of damaged equipment
7. maintains supply of parts
8. supervises test lanes
9. performs duties of previous levels in series, as required
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Automotive Technician Assistant**

**2046**

**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. Ability to use tools and equipment (mechanic's hand tools, tire machines, small grinder/buffer)
2. Ability to perform maintenance on automotive equipment
3. Manual dexterity
4. Knowledge of mechanics of automotive vehicles
5. Skill in the use of tools and equipment

**Level II A: Automotive Technician**

**2568**

MINIMUM ACCEPTABLE QUALIFICATIONS

**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent.

2. Any combination totaling **four years** from the following categories:
  - (a) professional (i.e. full service commercial, military, governmental, educational) work experience performing general mechanical work on various types of vehicles
  - (b) college or vocational training beyond high school in automotive repair
  - (c) successful completion of any of the eight tests given to obtain certification by the National Institute for Automotive Service Excellence (ASE) (one test equals one year)

**(Note: Only a maximum of 2 years credit for college/vocational training or ASE certification is allowed.)**

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Mechanical ability
2. Ability to operate machine or shop tools (tire machines, small grinder/buffer)
3. Skill in the use of hand tools, (such as wrenches, pliers, and screwdrivers)
4. Ability to perform general maintenance on various equipment
5. Good hand-eye coordination and manual dexterity
6. Knowledge of general ignition and carburetor systems, synchronizing equipment, vacuum and test gauges, brake testing, wheel alignment, light testing equipment, transmissions, air conditioning, and power steering
7. Working knowledge of the operations of vehicles, equipment and machinery used in unit

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#### **Level II B: Automotive Body Repair Technician**

**3182**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. Any combination totaling **four years** from the following categories:
  - (a) professional (i.e. full service commercial, military, governmental, educational) work experience performing general repair, replacement, and refinishing of automotive body parts
  - (b) college or vocational training beyond high school in automotive body repair

- (c) successful completion of any of the four tests given to obtain certification by the National Institute for Automotive Service Excellence Master Collision Repair/Refinish Technician (one test equals one year)

**(Note: Only a maximum of 2 years credit for college/vocational training or ASE certification is allowed.)**

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of methods and equipment used in automotive body work
2. Knowledge of nomenclature of tools and body parts
3. Skill in the use of body repair tools and materials
4. Skill in the use of automotive paints and finishes

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#### **Level III: Garage Sub-Foreman**

**1876**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
3. Five years of professional (i.e. full service commercial, military, governmental, educational) garage experience performing general overhaul and rebuilding of vehicles/equipment

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment
2. Ability to diagnose and supervise corrective measures in the repair and adjustment of vehicles
3. Working knowledge of the operations of vehicles, equipment and machinery used in unit

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#### **Level V: Garage Foreman**

**1684**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent

3. Seven years of experience in a professional (i.e. full service commercial, military, governmental, educational) garage performing general overhaul and rebuilding of vehicles/equipment, one year of which was in a supervisory capacity

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Skill in the use of tools and equipment
2. Ability to diagnose and supervise corrective measures in the repair and adjustment of vehicles
3. Working knowledge of the operations of vehicles, equipment and machinery used in unit

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