



CITY OF SANTA CLARA
invites applications for the position of:
Automotive Technician I

SALARY: \$33.16 - \$42.49 Hourly
\$5,748.00 - \$7,365.00 Monthly
\$68,976.00 - \$88,380.00 Annually

OPENING DATE: 05/03/19

CLOSING DATE: 05/17/19 04:00 PM

EXAM WEIGHT: 50% Oral, 50% Performance

TENTATIVE EXAM INFORMATION: (Open/Competitive Recruitment) Performance Exam: Week of June 3, 2019; Oral Exam: Week of June 17, 2019 (Tentative)

DESCRIPTION:

Preferred Filing Date: Friday, May 17, 2019

Applications must be filled out completely. Please do not substitute "see resume or see personnel file" in the employment history section of the application. To receive first consideration in the screening process, candidates must submit a **1) City Employment Application, 2) Resume, and 3) Letter of Interest and Intent** no later than 4:00 p.m. on the preferred filing date. Incomplete applications will not be accepted. This recruitment may remain open until filled.

This classification is the entry level of the City's Automotive Technician series and reports to the Automotive Foreman/Forewoman or Automotive Technician II/III. Incumbents in this classification perform routine safety and preventative maintenance inspections of motorized vehicles and equipment.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test. Candidates must attain a passing score on the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

TYPICAL DUTIES:

Duties include, but are not limited to the following.

Under supervision:

- Performs routine safety and preventative maintenance inspections of motorized vehicles and equipment
- Services, cleans and lubricates vehicles and equipment
- Performs equipment inspections, adjustments and certifications
- Repairs tires and tubes
- Balances wheels
- Performs tune-ups

- Adjusts headlights
- Services automatic transmissions
- Adjusts hydraulic and air brakes
- Maintains the shop in a safe and orderly manner
- Maintains records of time and materials
- Operates a variety of hand, power, and shop tools
- Operates automotive vehicles assigned to the garage
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent
- One (1) year of automotive or heavy equipment (truck or construction equipment) servicing work

POSSIBLE SUBSTITUTION

Course completion from an accredited institution or an appropriate trade school, or technical coursework from an accredited institution, in diesel or gasoline-powered mechanics leading to an Associate degree or journey level certification may be substituted for up to one (1) year of the required experience.

DESIRABLE QUALIFICATION:

Possession of a valid California Class A driver's license with Air Brake Test is highly desirable.

LICENSES AND CERTIFICATES

- Possession of a valid California class C driver's license is required at time of appointment.
- Possession and maintenance of the following State of California Licenses and Certificates is required prior to completion of the probationary period:
 - o Class A California driver's license with air brake test
 - o ASE Certifications-A1,A4,A5,A6,A7,A8 and A9 or L1 or L3
- Incumbents shall be required to obtain and maintain any other license(s) and/or certificate(s) that may be required by future regulation for the performance of listed typical tasks.

SPECIAL CONDITIONS OR REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment.
- Incumbents of this class may be required to work on a shift basis, and/or work unusual hours in emergency situations.
- Incumbents of this classification may be subject to drug and /or alcohol testing as mandated by federal regulations.
- Incumbents of this classification are required to provide tools for the automotive trade, based on job assignment and fleet composition.
- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, a DMV record check, a criminal history check and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction when required will result in disqualification from the recruitment process.
- A medical examination will be required prior to appointment.

VETERAN'S PREFERENCE POINTS

This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application at time of filing.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Automotive equipment and servicing methods
- Repair shop tools and equipment
- Hydraulic oils and lubricants used in automotive servicing
- Safety rules and practices as applied to automotive repair shops and principles and functions of automotive equipment
- Environmental & safety practices and procedures

Ability to:

- Repair shop tools and equipment
- Use mechanic's hand tools
- Follow written and oral instructions
- Establish and maintain cooperative working relationship with other employees
- Perform daily recordkeeping and reporting
- Deal tactfully and courteously with others
- Establish and maintain effective working relationships with those contacted in the course of work
- Work in a team-based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- To perform all of the essential functions of the job assignment

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #31-19-248
AUTOMOTIVE TECHNICIAN I
CD

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Santa Clara, CA 95050
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Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Automotive Technician I Supplemental Questionnaire

* 1. Do you have any certifications pertaining to automotive service?

Yes No

2. If you answered 'yes' to the above question, please list your certifications pertaining to automotive service.

* Required Question