The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
technical specifications for new light duty vehicles, buses, heavy-duty trucks and maintenance equipment.

9. Troubleshoots, maintains, and repairs; electronic destination signs, air and hydraulic brake systems, electronic speed sensors, and air suspensions. Performs minor brazing and welding, minor bodywork, and operates heavy-duty shop equipment.

10. Orders and maintains parts and supplies as directed.

11. May have functional supervision over student workers and/or Technician's Assistants.

12. Attends training to maintain and acquire knowledge of vehicle repair, vehicle sub-system repair, safety, environmental compliance and other training opportunities necessary to perform responsibilities.

13. Responds to in-service breakdowns of vehicles as necessary. Makes decisions to determine if vehicle needs to be removed from service, towed or repaired roadside. Completes necessary documentation to process removal from service when necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Skill in operating and driving all vehicles up through class 8 and operating associated equipment.

2. Skill in the use of diagnostic equipment and tools used in the trade.

3. Skill in the diagnosis, repair, and maintenance of cars, vans, pick-ups and vehicles through class 8. Must be able to produce quality and accurate work, detect and correct errors and utilize work time properly and productively.

4. Knowledge of maintenance and repair of related vehicle systems.

5. Knowledge in the use of power and hand tools related to the trade.

6. Ability to safely handle and use cleaning chemicals, solvents, lubricants, fuels, and related dispensing equipment.

7. Ability to read and interpret technical service manuals. Ability to read and interpret electrical, hydraulic, and pneumatic schematics.

8. Ability to maintain accurate records.
9. Ability to work under tight deadlines and to prioritize tasks. Must be able to assess problems and situations, use good judgment, anticipate needs and evaluate alternatives.

10. Ability to lift, carry, and move parts weighing up to 75 pounds, to be on feet for prolonged periods of time, and work under a hoist.

11. Ability to work in adverse conditions such as weather extremes, around fumes, noise, dust, and dirt.

12. Ability to train and supervise other workers. Ability to work as a team member and foster a safe and cooperative work environment.

13. Ability to read, write and follow instructions. Ability to communicate clearly and concisely both orally and in writing. Understand and carry out written or oral instructions.

14. General knowledge in the use of personal computers to update the Fleet Management Information System, send e-mails, research vehicle problems, and use on-line technical manuals, etc.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Four years experience in the trade, including apprenticeship and/or vocational training.

2. Possess or obtain within 60 days of employment a valid commercial driver's license (CDL), with necessary endorsements, that is valid for all types of vehicles repaired.

3. Possess or obtain within 6 months the necessary refrigeration license required for repairing vehicle AC systems.

4. High school diploma or GED.

5. Possess and maintain separate ASE Certifications in:
   A. ASE Certifications in Light-Duty/Automotive: (a) suspension and steering, (b) brakes, (c) electrical/electronic systems, (d) heating and air conditioning, and (e) engine performance or approved equivalent; and
   B. ASE Certifications in (a) diesel engines, (b) brakes, (c) suspension and steering, (d) electrical/electronic systems, and (e) heating and air conditioning for either the Medium/Heavy Duty Truck Series or Transit Bus Series or approved equivalent.
   C. If not certified at time of hire, employee must obtain ASE certifications (or approved equivalent) within 12 months of date of hire. One 6-month extension may be approved at management discretion.

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6. Meet the institutional standards for motor vehicle driving record history and related safety policies.

7. Participation in the required Federal drug and alcohol-testing program for safety-sensitive employees.

8. Passing the required DOT/FTA pre-employment drug test for safety-sensitive employees, as a condition of employment.

*Per the 2023-2025 AFSCME Collective Bargaining agreement, Automotive, Truck and Transit Technicians employed at the University of Iowa are in pay grade 215.