

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Automotive, Truck and Transit Technician    Class Code:    5052**

**Pay Grade:    213**

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs journey level diagnosis, maintenance and repair work on the component systems and sub-systems of cars, vans, pick-up trucks, heavy duty equipment, machinery, and vehicles through class 8 (33,001 gross vehicle weight rate rating and above). Duties require specialized knowledge and skill in the use of tools and test equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Performs diagnostics on cars, vans, pick-ups and vehicles through class 8 using electronic test equipment including, but not limited to, laptop computers, oscilloscopes, multi-function electric meters, pressure gauges and manufacturer supplied computerized diagnostic equipment.
2. Performs routine and complex troubleshooting and repair of cars, vans, pick-ups, vehicles through class 8 and below sub systems. This includes but is not limited to, AC and heating systems, air brakes, electrical/electronic systems, electric over air door systems, programmable logic control systems, electronic diesel engines and transmissions, suspension, hydraulic / electrical and hydraulic accessibility systems.
3. Diagnoses, maintains and repairs on-board computer multiplexed systems. Requires the ability to read and interpret electrical wiring schematics.
4. Disassembles and overhauls engines, transmissions, pumps, generators, drive train components, etc., making required repairs and replacing necessary parts.
5. Maintains shop equipment and work area. Performs needed adjustments & preventative maintenance on tools and shop equipment.
6. Operates and inspects vehicles to determine defects and analyze causes of malfunction.
7. Performs safety inspection on vehicles.

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.

**Class Title: Automotive, Truck and Transit Technician**    **Class Code: 5052**  
**Pay Grade: 213**

8. Maintains accurate inventory records, safety inspection reports, warranty documents, and records of services performed. Assists in the determination of 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.

**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.

**Class Title: Automotive, Truck and Transit Technician**    **Class Code: 5052**

**Pay Grade: 213**

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:
  - 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.

**Class Title: Automotive, Truck and Transit Technician**    **Class Code: 5052**  
**Pay Grade: 213**

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.

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**REVISION EFFECTIVE:                    May, 14, 2012**