



SPOKANE COUNTY
invites applications for the position of:

Automotive Technician (Civil Service)

SALARY: \$19.20 - \$25.91 Hourly
 \$3,328.26 - \$4,490.98 Monthly
 \$39,939.12 - \$53,891.76 Annually

CLOSING DATE: Continuous

DEPARTMENT: Sheriff

TOTAL COMPENSATION: \$51,122.07 - \$68,981.45 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

The starting pay will begin at \$19.20 on the pay scale, will have a pay increase after six (6) full months of employment, and will have annual increases thereafter, maxing out at the top step of the pay scale.

This is a highly technical automotive position requiring knowledge in the repair of vehicles and equipment for the Spokane County Sheriff's Office. This position may supervise any assistants assigned to the Sheriff's Fleet Services Garage.

TESTING INFORMATION:

***** This is a continuous job posting for a merged eligibility list. Civil Service will hold exams as needed based on applications received. *****

Written Exam: Will be arranged as needed.

Oral Board Interviews: Will be scheduled for the afternoon of the written exam.

PLEASE NOTE: All Civil Service exams must be conducted in-person at the applicant's expense. No outside testing facilities are permitted. No exceptions.

****Upon receipt of a complete application, all applicants will be sent an Automotive Technician Supplemental Questionnaire. This questionnaire will be due back to Civil Service before the date of the written exam.**

EXAMPLES OF DUTIES:

The following duties ARE NOT intended to serve as an exclusive list of all duties performed by all employees in this classification, but only as a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties and may be required to perform additional, position specific duties.

Diagnose and make repairs on all gas and diesel-powered vehicles and equipment including, but not limited to: cars, pickups, trucks, boats, trailers, motorcycles, buses, motor homes, vans, snow cats, and generators.

Operate computerized test equipment to retrieve vehicle computer codes so proper repairs may be made.

Diagnose and make repairs on engines, electronic overdrive transmissions, differentials, alternators, suspensions, steering, and computer operated systems such as, but not limited to: ABS brakes, air bags, electronic fuel injections, emissions, engine controls, electronic overdrive transmissions, electronic traction assistance, etc.; incumbent must be able to remove and replace any and all parts necessary to complete repairs.

Properly check, maintain, and bleed ABS systems. Operate brake lathe proficiently.

Design, fabricate, install and/or build emergency equipment such as lights bars, strobe light systems, divider shields, push bars, seats, gun mounts, camera systems, computers, radios, sirens, and all decals.

Check, diagnose, and perform repairs on electrical systems such as charging systems, heaters and air conditioning, lights, and all computer-controlled systems.

Maintain vehicle and stock control inventory for Sheriff Fleet Services Garage operations, computer cards, and fueling systems; order and maintain adequate and proper inventory supplies; order and replace parts needed to make necessary repairs; provide Fleet Manager with bills and paperwork so that payment may be issued; assist in the supervision of the parts room and inventory.

Safely perform all types of arc and oxyacetylene welding, including stick and wire feed on all types of light, specialty, and heavy equipment, both in a shop and/or in a field environment.

Utilize blue prints, plans, and sketches.

Layout and fabricate all types of structures and equipment.

Fabricate and install various worn parts on vehicles, machinery, and equipment.

Maintain, clean, service, renovate, and fuel vehicles. Ensure that vehicles are operational.

Record all work performed so that proper records are kept for each vehicle.

Perform front-end alignments and tire inspections; operate tire changer and electronic spin balancer.

Answer emergency calls to make preliminary diagnosis field repairs. May be subject to call outs after hours.

Keep shop and work area clean and orderly at all times.

Assist in the supervision of any assistants assigned to the Sheriff's Fleet Services Garage; provide direction and assistance.

Perform other duties as assigned.

MINIMUM REQUIREMENTS:

A citizen of the United States or a lawful permanent resident, who can read and write the English language; high school graduate or equivalent, and a degree from an accredited college in automotive repair or related field and have an equivalent to at least three (3) years full-time professional experience in repair, service, and maintenance of automobiles and light trucks **OR** have completed a recognized mechanics apprenticeship program and have an equivalent to at least three (3) years full-time professional experience in repair, service, and maintenance of automobiles and light trucks **OR** an equivalent to at least ten (10) years full-time professional experience in repair, service, and maintenance of automobiles and light trucks. Must furnish own basic mechanic's hand tools. Physical strength and agility necessary to perform duties.

LICENSE:

- Valid motor vehicle operator's license at time of appointment and throughout employment.

SELECTION FACTORS:

Knowledge and skilled in:

- the proper use and care of mechanical, machinist, and welding specialized tools and equipment
- the occupational hazards of the mechanical and welding/machinist profession
- the diagnosis and/or repair of gasoline and diesel-powered vehicles and equipment
- proficient and safe use of all tools and equipment in making repairs

Knowledge of:

- gasoline and/or diesel engine parts and function
- the principles of electrical conduction and insulation
- electrical, mechanical, and welding/machinist principles, procedures, and techniques
- the safety rules governing the use of vehicles, tools, and equipment
- the characteristics of ferrous and non-ferrous metals under welding and heat treatment conditions

Ability to:

- correctly diagnose problems with vehicles, equipment, and/or machinery
- safely, skillfully, and successfully perform repairs
- perform heavy lifting and sustained physical labor
- read and interpret service charts, repair manuals, and drawings and sketches of mechanical and/or electrical systems
- weld and braze, utilizing various shop equipment and perform moderate machinist duties
- work independently with limited supervision
- operate a variety of tools
- operate vehicles and equipment in a safe and responsible manner
- establish and maintain an effective working relationship with other employees and supervisors
- effectively handle multiple projects
- use sound judgment and follow written and verbal instructions
- communicate effectively and tactfully, both orally and in writing

- effectively propose solutions to problems
- lead, train, and effectively evaluate and/or manage the work of staff

Skilled in:

- the use of personal computers and related software applications
- basic mechanical, electrical, and instrumentation
- the basic fundamentals of writing and record keeping techniques
- handling basic accounting procedures and functions quickly and accurately
- the operation of various specialty and heavy equipment tools