

# Temporary Vehicle Maintenance Technician

## Position Details

Class Code: 6021

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: Pay Grade 54-A on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, serves as a temporary vehicle maintenance technician to inspect, troubleshoot, repair, and overhaul various vehicles and heavy duty equipment.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates machinery related to the inspection, repair, and overhaul of vehicles/heavy duty equipment (i.e., brake lathe, steam cleaners, forklifts, computerized electronic test equipment, trenchers, gang mowers, golf carts, etc.).
2. Inspects and diagnoses malfunctions in vehicles/heavy duty equipment and determines method of repair.
3. Repairs, overhauls, and inspects vehicles/heavy duty equipment (i.e., school buses, trucks, tractors, trailers, automobiles, construction equipment, etc.).
4. Diagnoses and repairs air conditioning and transports refrigeration systems.
5. Repairs or replaces front end and suspension components.

6. Overhauls or replaces computer control transmissions, differentials, carburetors, turbo chargers, gasoline and diesel engines, alternators, distributors, starters, pumps, air conditioning components, etc.
  7. Diagnoses, troubleshoots, and repairs systems; electrical, computer controlled and passive restraint (i.e., air bags, etc.).
  8. Tunes engines for maximum operational efficiency.
  9. Performs state vehicle emission tests, as required or needed.
  10. Estimates time and material and records supplies and parts used.
  11. Conducts road test of repaired vehicles.
  12. Operates tow trucks and performs road service/repair calls, as required or needed.
  13. Diagnoses and repairs hydraulic systems (i.e., rams, pumps, motors, booms, etc.).
  14. Replaces windows and performs minor body repairs.
  15. Performs minor welding and fabrication of parts, as necessary.
  16. Conducts front-end alignments.
  17. Repairs brake systems to include air, hydraulic, and anti-lock systems.
  18. Repairs wheel chair hydraulic lifts and truck lift gates.
  19. Initiates and operates computer terminal to log in and out of work order system.
  20. Instructs and/or directs the daily activities of vehicle maintenance technician assistants, and other staff, when assigned.
  21. Repairs/maintains auxiliary engines and generators, air suspension systems, and heating systems.
  22. Responsible for the safe handling and disposal of hazardous materials.
  23. Conforms to safety standards, as prescribed.
  24. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves serving as a temporary vehicle maintenance technician to inspect, troubleshoot, diagnose, perform major repairs, and overhaul buses, trucks, cars, and other heavy-duty equipment.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of repair and overhaul practices and techniques for buses, trucks, cars, and other heavy-duty equipment.

2. Knowledge of vehicle preventive maintenance techniques.
  3. Knowledge of alternative fuel technology.
  4. Ability to diagnose and test for malfunctions in motor vehicles with complex computerized systems.
  5. Ability to troubleshoot and repair air conditioning/heating and transport refrigeration units.
  6. Ability to obtain Air Conditioning/Recovery certification.
  7. Ability to perform non-certified welding.
  8. Ability to learn to operate a computer and software applications related to assignment.
  9. Ability to obtain a Class A commercial driver's license with required endorsements, as appropriate.
  10. Ability to stay current on new products and procedures.
  11. Ability to perform repairs on air, hydraulic, and anti-lock systems.
  12. Ability to interpret manuals and schematics.
  13. Ability to prepare and maintain accurate records.
  14. Ability to work independently.
  15. Ability to meet predetermined deadlines.
  16. Ability to perform strenuous, physical work.
  17. Ability to safely move and relocate heavy objects.
  18. Ability to work flexible hours or shifts.
  19. Ability to work in confined areas.
  20. Ability to withstand heights and perform work safely.
  21. Ability to work cooperatively with employees, other agencies, and the public.
  22. Ability to recognize and report hazards and apply safe work methods.
  23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years of professional experience in the repair and overhaul of buses, trucks, cars, and other heavy duty equipment; or, two (2) years of professional experience in repair and overhaul of buses, trucks, cars, and other heavy duty equipment; plus, one (1) year of formal vehicle mechanic training from an accredited college or vocational/trade school.

3. Must have their own set of tools at time of hire. (Sufficient tools to perform an engine overhaul).
4. Safe driving record.

\* This is a temporary position.

\* There are no employee benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or a maximum of 19.9 hours per week, not to exceed 1039 hours per year in a 12-month assignment.

## **Licenses and Certifications**

1. A valid Class A commercial driver's license with required endorsements to operate a school bus in the state of Nevada. This license must be maintained for the duration of the assignment. (If valid Nevada Class A commercial driver's license is not in possession at time of application, a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession and the Nevada Class A commercial driver's license with required endorsements must be obtained within five (5) months of hire date).
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Air Conditioning/Recovery certification. If certification is not in possession at time of application, it must be obtained within five (5) months of hire into position.
4. Hold or be able to obtain, Forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

## **Preferred Qualifications**

1. Vocational/trade school (technical).
2. Gasoline and diesel engine experience.
3. Nevada Emission Control License.
4. Valid Class A commercial driver's license with required endorsements, as appropriate and Air Conditioning/Recovery certification at time of hire.

5. Automotive Service Excellence (ASE) certificate.
  6. Knowledge of alternatively fueled vehicles.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if applicable.
  3. A valid Class A commercial driver's license with required endorsements to operate a school bus in the state of Nevada as indicated above, if applicable.
  4. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles
  5. Air Condition/Recovery certification, if applicable.
  6. District-issued forklift qualification card if in possession at time of application, if applicable
  7. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities, roadside service, parking lots, etc.

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## **Work Environment**

### **Strength**

Exert force 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly. Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping).

### **Physical Demand**

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and

speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent exposure to fumes of vehicles and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various District-issued vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washer, engines, stands, lifting hoists, battery chargers, volt and injector testers, engine analyzer, pullers, drill press, brake bleeder, emissions tester, air tools, brake lathers, power and hand tools, computers, printers, etc.

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## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 02/09/21
- Created: 02/16/17