

Fleet Service and Repair Apprentice



General Summary of Classification:

Performs routine tasks servicing, repairing, and maintaining County vehicles and equipment to help keep County vehicles and equipment in a safe operating condition; assists technicians as assigned; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Performs work as outlined on assigned work orders with efficiency and accuracy, assignments typically include routine scheduled services, maintenance and minor repairs, and assisting other technicians;
- Accurately assesses each work order request and vehicle's condition, accurately identifies and requests parts/supplies needed, saves and returns tags and parts for warranty parts/work;
- Performs service and repair work accurately and efficiently, recognizes potential issues such as the need to proactively repair or replace work parts ahead of schedule or breakdown, appropriately engages supervisor to resolve identified issues, road tests vehicles after completing service/repairs, accurately documents all time, parts, supplies, materials and work performed on completed work orders and on all other related paperwork and forms;
- Collaborates effectively with supervisor and other CAM technicians to increase own knowledge, skills and abilities and gain the proficiencies and experience necessary for advancement to Fleet Service and Repair Technician I;
- Successfully completes all mandatory CAM Division training;
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Strong mechanical aptitude; basic working knowledge of the safe use and care of hand, power and machine tools, cleaning supplies, safety equipment and other tools and equipment used in the mechanic trade; sound understanding of the, safe of operation, routine maintenance and minor repair of vehicles and equipment; sound analytical, diagnostic and inspection skills; excellent organization skills and attention to details; ability to read, accurately interpret and adhere to complex oral and written instructions, including applicable EPA and hazardous waste regulations; basic math skills to make simple measurements and calculations; ability to create and maintain accurate paper and electronic records; requires a sound work ethic, regular and reliable attendance.
- **Technical:** Sound computer skills with the ability to use a computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Primarily interacts with CAM supervisor and staff; demonstrates good oral and written communication skills; establishes and maintains positive working relationships with coworkers; demonstrates personal accountability and maintains an organized, clean and safe work area; practices good teamwork and collaborates effectively.
- **Decision-making and Authority:** Adheres to CAM and manufacturer established guidelines, policies and procedures when performing duties and making decisions; exercises some independent judgment and makes sound decisions related to assigned duties; collaborates with supervisor to resolve problems; receives general oral instructions and work orders; accurately prepares and completes assigned duties and work orders, including all related paper and electronic records.
- **Leadership:** Non-supervisory. Work is reviewed and performed under general supervision.
- **Environment:** Work is performed in indoor and outdoor locations, frequently noisy environments, various traffic conditions, and in adverse temperatures and/or weather conditions.
- **Physical:** Visual and hearing acuity sufficient to safely operate County vehicles and equipment, read work orders, follow instructions, and recognize safety hazards to ensure the safety of self and other. Physical condition and manual dexterity sufficient to safely perform heavy (up to 50 pounds or more) lifting and carrying, apply sufficient torque and pressure to remove and install parts, and to walk, stand, bend, kneel, squat, reach, stoop, roll or slide under vehicles for extended periods of time, perform all other assigned job duties and to drive safely; routinely works in a noisy work environment and in adverse, including extreme, temperatures and weather conditions.

Minimum Education and Experience:

Education: Graduation from high school, completion of a vocational program in Automotive Technology or a related field;

Experience: Successful completion of at least one internship with Henrico County Central Automotive Maintenance (CAM);

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.) including successful completion of all required NIMS courses:

- Valid driver's license.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification. Class specs are not intended to describe and does not list all the job duties and responsibilities that may be assigned to a specific position in a job classification.