



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Vehicle Repair Specialist

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF VEHICLE REPAIR SPECIALIST.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Vehicle Repair Specialist was last revised in 2017. The purpose of this position is to inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Vehicle Repair Specialist.

Vehicle Repair Specialist

SUMMARY/PURPOSE

To inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1, 2 and 3), including attachments and accessories.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Maintenance Technician by the proficient performance of the full range of duties as assigned including performing highly skilled and complex mechanical repairs working independently and applying developed knowledge, judgment, and initiative. Employees at this level receive only occasional instruction or assistance as new situations arise, and are fully aware of the operating procedures and policies within Fleet Services. The Vehicle Repair Specialist works with greater independence and minimal instruction or assistance. This position serves as a trainer and mentor to the Vehicle Maintenance Technician.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on automobiles, light trucks, and accessories. These systems include gas and diesel engines, transmissions, rear axles, suspensions, cooling, brakes, fuel, electrical, computer systems, light snow plows, and emergency response equipment.
2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.
3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.
4. Perform mandatory regulated inspections and test operation of City-owned, leased, and operated equipment and vehicles.
5. Train and mentor Vehicle Maintenance Technician in all phases of work including the operation of equipment, use of tools and methods or procedures of work specific to the operation.
6. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
8. Assist in looking up or ordering parts required for repairs to equipment.
9. Perform emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
12. Clean vehicles and equipment as necessary to perform repairs.
13. Clean and maintain shop equipment, tools, and the general shop area.
14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts, and fluids consumed.
15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

16. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in automotive mechanic technology or a related professional field, and two (2) years of related professional experience performing complex vehicle repair and maintenance in an established repair facility; OR a combination of four (4) years of related education and/or full-time, verifiable professional experience performing complex vehicle repairs, diagnostics, and maintenance.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Must obtain ASE Automotive/Light Truck Master Certification (tests A1-A8) during the probation period and maintain certification thereafter.
 - C. Must obtain and maintain forklift certification within probation period.
 - D. Must obtain DOT inspection certification within probation period.
 - E. Class A or B driver's license or privilege is preferred.
3. Knowledge Requirements
 - A. Thorough knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
 - B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.
 - C. General knowledge of vehicle electrical and computer-controlled systems.
 - D. General knowledge of all state and federal motor vehicles laws and regulations.
 - E. General knowledge of the computer applications related to Fleet Services operation.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
 - B. Skill in performing routine maintenance on vehicles and equipment.
 - C. Skill in performing all repair work on vehicles, including component level repair of engines and transmissions.
 - D. Skill in disassembling and assembling vehicles, equipment, and system components.
 - E. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
 - F. Skill in using computerized diagnostic equipment and precision measuring instruments.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals and schematic diagrams.
 - B. Ability to record information in the proper manner in both written work orders and computer databases.
 - C. Ability to use computerized diagnostic and repair equipment.
 - D. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
 - E. Ability to identify wires, and other parts by color and other identifying information.

- F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- G. Ability to work outside in inclement weather.
- H. Ability to acquire increasingly complex mechanical and repair skills.
- I. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel-powered equipment.
- J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- K. Ability to communicate and interact effectively with members of the public.
- L. Ability to communicate effectively both orally and in writing.
- M. Ability to understand and follow instructions.
- N. Ability to problem-solve a variety of situations.
- O. Ability to set priorities and complete assignments on time.
- P. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

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|---|--------------|-----------------------------|------|----------------|
| HR: LD | Union: Basic | EEOC: Skilled Craft Workers | CSB: | Class No: 4430 |
| WC: 5506 | Pay: | EEOF: Streets/Highways | CC: | Resolution: |
| <i>Revised from Equipment Maintenance Specialist (17-0482R)</i> | | | | |

Vehicle Repair Specialist

SUMMARY/PURPOSE

To inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1 & 2 and 3), including attachments and accessories.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Maintenance Technician by the proficient performance of the full range of duties as assigned including performing highly skilled and complex mechanical repairs working independently and applying developed knowledge, judgment, and initiative. Employees at this level receive only occasional instruction or assistance as new situations arise, and are fully aware of the operating procedures and policies within Fleet Services. The Vehicle Repair Specialist works with greater independence and minimal instruction or assistance. This position serves as a trainer and mentor to the Vehicle Maintenance Technician.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- ~~1. Perform highly skilled and complex mechanical repairs of assigned vehicles and equipment.~~
- ~~2. Inspect and operate vehicles and equipment to determine necessity, complexity, and completion of repair work.~~
- ~~1. Determine and perform routine maintenance on~~ Conducts detailed preventative maintenance, failure diagnostics, and repairs to complex systems by following factory manuals, using computer diagnostic equipment, and established maintenance schedules and procedures on automobiles, light trucks, and accessories. These systems include gas and diesel engines, transmissions, rear axles, suspensions, cooling, brakes, fuel, electrical, computer systems, light snow plows, and emergency response equipment.
- ~~2. Modify and set up equipment and vehicles to improve safety, efficiency, and productivity of the equipment.~~
- ~~3. Maintain vehicles and equipment in accordance with maintenance schedules, factory repair information, and industry standards.~~
- ~~4. Clean and maintain vehicles, equipment, tools, and the work area as necessary.~~
- ~~5. Diagnose and repair malfunctions in vehicles and equipment.~~
- ~~6. Perform safety mandatory regulated inspections and test operation of vehicles~~ City-owned, leased, and operated equipment
- ~~7. Perform repair work on vehicle bodies, interiors, and related instruments and equipment.~~
- ~~8. Perform emergency and afterhours vehicle repairs as necessary.~~
- ~~9. Perform the overhaul of engines, transmissions, differentials, hydraulic systems, steering mechanisms, and suspension systems.~~
- ~~10. Remove and/or replace engines, transmissions, plows, and other major components and accessories used with vehicles and equipment.~~
- ~~11.4. Maintain all required written and electronic records~~ vehicles.
- ~~12.5. Train and mentor Vehicle Maintenance Technician in all phases of work including the operation of equipment, use of tools and methods or procedures of work specific to the operation.~~
- ~~13. Recommend improved work methods and procedures, assist in training employees.~~
- ~~14.6. Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.~~

- ~~15. A. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel powered equipment.~~
7. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
 8. Assist in looking up or ordering parts required for repairs to equipment.
 9. Perform related emergency repairs away from the shop to return the vehicle or equipment to operation, or to enable returning the vehicle or equipment to the shop for further repair.
 10. Complete cost estimates for time, labor, and materials so the supervisor can prioritize, budget, and schedule equipment repair projects in an efficient manner.
 11. Operate vehicles and equipment to transport to repair location, diagnose malfunctions, verify operation, or perform repairs.
 12. Clean vehicles and equipment as necessary to perform repairs.
 13. Clean and maintain shop equipment, tools, and the general shop area.
 14. Maintain all required records using computerized record keeping systems. Document work completed, track labor time for each work code, document parts, and fluids consumed.
 15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 16. Other duties as may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - ~~A. Two year Associate's Degree in automotive mechanic technology degree; AND~~
 - ~~B. A. Five (5) or a related professional field, and two (2) years of verifiable related professional experience performing complex vehicle repair and maintenance in an established repair facility; AND/OR a combination of four (4) years of related education and/or full-time, verifiable professional experience performing complex vehicle repairs, diagnostics, and maintenance.~~
 - ~~C. ASE Master Technician Certification.~~
2. License Requirements
 - ~~A. Possession of Possess and maintain a valid Minnesota Class D driver's license or equivalent privilege.~~
 - ~~B. Ability to Must obtain ASE Automotive/Light Truck Master Certification (tests A1-A8) during the probation period and maintain certification thereafter.~~
 - ~~B. C. Must obtain and maintain forklift certification within probation period.~~
 - ~~C. D. Ability to Must obtain DOT inspection certification within probation period.~~
 - ~~E. Class A or B driver's license or privilege is preferred.~~
3. Knowledge Requirements
 - ~~A. Extensive Thorough knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.~~
 - ~~B. Thorough knowledge of all applicable safety standards, rules, laws, and procedures.~~
 - ~~C. General knowledge of Minnesota driving laws vehicle electrical and computer-controlled systems.~~
 - ~~D. General knowledge of all state and federal motor vehicles laws and regulations.~~
 - ~~E. General knowledge of the computer applications related to Fleet Services operation.~~
 - ~~F. Knowledge of problem-solving and conflict-resolution techniques.~~
 - ~~C. G. Knowledge of, or the ability to learn, City policies and procedures.~~
4. Skill Requirements

- A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- B. Skill in performing routine maintenance on vehicles and equipment.
- C. Skill in performing all repair work on vehicles, including component level repair of engines and equipment transmissions.
- D. Skill in disassembling and assembling vehicles, equipment, and system components.
- E. Skill in the use of hand and power tools, especially those used in vehicular maintenance and repair.
- F. Skill in using computerized diagnostic equipment and precision measuring instruments.
- G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- H. Skill in managing one's own time.
- I. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and interpret technical manuals and schematic diagrams.
- B. Ability to record information in the proper manner in both written work orders and computer databases.
- C. Ability to use computerized diagnostic and repair equipment.
- D. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- E. Ability to identify wires, and other parts by color and other identifying information.
- F. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- G. Ability to work outside in inclement weather.
- H. Ability to acquire increasingly complex mechanical and repair skills.
- I. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel-powered equipment.
- A-J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B-K. Ability to read communicate and interpret technical manuals interact effectively with members of the public.
- C-L. Ability to record information about vehicles communicate effectively both orally and equipment using the appropriate system or form in writing.
- ~~D-A. Ability to use computerized diagnostic and repair equipment.~~
- ~~E-A. Ability to acquire increasingly complex mechanical and repair skills.~~
- M. Ability to understand and follow instructions.
- N. Ability to problem-solve a variety of situations.
- ~~F. Ability to establish and maintain effective working relationships with coworkers.~~
- ~~G. Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if requested.~~

6. Physical Ability Requirements

- A-O. Ability to transport oneself to, from, and around sites of projects, tests, and other set priorities and complete assignments on time.
- B. Ability to work outside year around in inclement weather.
- C-P. Ability to attend work on a regular basis as scheduled and/or required.

Ability to perform heavy

Physical Demands

- D. The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting 400 pounds maximum and/or frequently lifting and/or carrying heavy objects weighing up to over 50 pounds}, and crouching or crawling in restricted areas.

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| HR: HD | Union: Basic | EEOC: Skilled Craft Workers | CSB: 06/06/2017 | Class No: 4430 |
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| WC: 5506 | Pay: 27 | EEO: St/Highways | CC: 06/26/2017 | Resolution: 17-0482R |
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Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

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|----------|--------------|-----------------------------|------------|-------------------|
| HR: LD | Union: Basic | EEOC: Skilled Craft Workers | CSB: _____ | Class No: 4430 |
| WC: 5506 | Pay: _____ | EEO: Streets/Highways | CC: _____ | Resolution: _____ |

Revised from Equipment Maintenance Specialist (17-0482R)