**Automotive Technician III Standard Job Description**

**Classification Title:** Automotive Technician III

**FLSA Exemption Status:** Non- Exempt

**Pay Grade:** 11

**Minimum Pay:** $29.10

**Job Description Summary:**

The Automotive Technician III performs highly skilled maintenance and repairing operations on vehicles and equipment to include complex electrical repairs and trouble shooting and programming various multiplex systems. Directs the work of other technicians, mechanics, and helpers.

**Essential Duties and Tasks:**

**45% Advanced Diagnostic and Repair Operations**

* Performs advanced diagnostic and repair operations on all automotive systems.
* Installs and programs conceiver systems.
* Electrical and mechanical diagnostics of computer-controlled automatic transmissions.
* Computer programming of body control module.
* Programs programmable keys.
* Assists by driving a DOT regulated vehicle in test driving, recovery of disabled vehicles, delivery of vehicles, etc.

**15% Training and Mentoring**

* Provides on-the-job training to new employees, refresher training for current employees, and additional training for new unit processes or new industry processes.
* Responsible for mentoring new employees and training students on their job duties.
* Conducts shop safety training periodically.
* Trains on diagnostic equipment to all vehicle maintenance employees.

**10% Coordination and Scheduling**

* Coordinates with the Vehicle Shop Supervisor on duty and Service Writer for scheduling work for the budgeted staff and students.
* Responsible for opening the shop each day to ensure the compressors and lighting are working properly and review work orders to be completed for the day.
* Responsible for closing the shop each day to ensure the shop is secure.

**10% Shift Supervision and Safety**

* Responsible for shift activities and staffing in the absence of the Vehicle Shop Supervisor.
* Assigns and monitors job tasks to students.
* Ensures the safety of the shop, including ensuring all mechanics are utilizing the appropriate Personal Protective Equipment (PPE), i.e., safety glasses, and using all equipment properly.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

High School Diploma or GED, supplemented by formal or practical vocational instruction in automotive-engine vehicles. Five years of experience in related field.

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record.
* Must be able to obtain State of Texas class “B” vehicle operator’s license (Commercial Drivers License with passenger endorsement and air brakes endorsement) within 45 days of employment.
* Must obtain State of Texas Vehicle Inspections license within 60 days of employment.
* Four or more ASE certifications in related specialties.

**Required Knowledge, Skills, and Abilities:**

* Ability to positively and professionally interact with clients and staff.
* Strong interpersonal and organizational skills.
* Ability to positively and professionally interact with clients and staff, groups of various sizes.
* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Use of electronic diagnostic and test equipment, vehicle computer software, air conditioning repair equipment, and hand or shop tools used in auto repair and maintenance.

**Machines and Equipment:**

* Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine – 5 hours
* Vehicle – 10 hours
* Hand/power tools – 25 hours

**Physical Requirements:**

* Ability to work outdoors exposed to various weather conditions, potential allergens, elevated noise levels, and heat.
* Ability to move moderate objects.
* Ability to support training delivery for up to 8-10 hours/day (standing).
* Some lifting, carrying, and/or moving of classroom/presentation materials.
* Ability to travel independently to other and/or remote locations by driving and/or flying on commercial airlines.

**Other Requirements and Factors:**

* This position is security sensitive. (this is required for all positions)
* This position may direct and/or evaluate the work of others.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures. (this is required for all positions)
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required. (this is required for all positions)
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**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [Rules and Regulations of the Texas Higher Education Coordinating Board](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**