CIVIL SERVICE JOB ANNOUNCEMENT
Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxvilletn.gov

7087 Automotive Technician I 7/11/22
Entry-Level and Promotional

ENTRY-LEVEL SALARY: $38,215.24 annually
PAY GRADE RANGE: $38,215.24 - $61,144.38 annually (Pay Grade 307)
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit. Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations. The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Thursday, July 21st, 2022.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Trade School Transcripts and/or Trade School Diploma (if applicable) (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent, with one year of experience in the repair and maintenance of motor vehicles, OR
- Current attendance or completion of automotive repair studies from an accredited trade school: six months to one year.
- Valid Class D Driver’s License.
- Possession of (or the ability to obtain) an A.S.E. Brake Repair Certification (A5-Brakes) within the probationary period.
- Possession of (or the ability to obtain) a Tow Motor Operator’s Certification within the probationary period.
- Some positions within this classification may require the employee to obtain the appropriate commercial driver’s license and/or endorsement as required by state law.
- Must be available to work any shift.

EXAMINATION:
Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Subject areas on the written exam will include: Vehicle Repair/Maintenance; Gasoline Engine Operation/Maintenance; Manual & Automated Diagnostic Equipment; Diagnosis and Repair of Mechanical Problems; Reading Comprehension; Mathematics; Correction of Automotive/Equipment Problems; Diagnostic Data Analysis; Usage of Hand/Air Tools and Other Repair Equipment; and Effective Working Relationships.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE
The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION
Under close to general supervision, performs work involved in maintenance and repair of gasoline and diesel powered automobiles, trucks, and equipment; responsible for general maintenance and repair.

ESSENTIAL FUNCTIONS
Inspects, diagnoses, and repairs mechanical defects in motor vehicles and related equipment.
Overhauls and maintains gasoline and diesel engines, transmissions, hydraulic systems, air conditioning, electrical and other automotive systems.
Acquires parts from outside sources.
Repairs or replaces worn or defective parts.
Ensures that proper service is maintained.
Adjusts carburetors, fuel injection, and performs tune-ups.
Performs the emissions test.
Delivers motor vehicles to dealerships for warranty repairs.
Road tests vehicles before and after repairs.
Fills out a job sheet on every vehicle repaired.
Keeps simple records and reports as required.
Keeps tools, equipment and shop area clean and orderly.
Observes all safety rules and regulations.
Attends seminars as needed.
Performs related duties as required.

MARGINAL FUNCTIONS
May perform brake lathe work.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of the techniques and methods used in the repair and maintenance of gasoline and diesel powered vehicles.
Knowledge of the theory, operation, and maintenance of gasoline engines.
Knowledge of departmental policies and procedures.
Ability to set up and operate, and diagnose from both manual and automated sophisticated diagnostic equipment.
Ability to diagnose mechanical problems and determine appropriate maintenance and repair work.
Ability to read, write and do math at the twelfth grade level.
Ability to correct automotive and/or equipment problems.
Ability to analyze data received from diagnostic equipment.
Ability to use hand and air tools, brake lathe, and related repair equipment.
Ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS
This position is rated for very heavy work, and requires a high degree of physical exertion in order to lift, carry, push, pull or otherwise move objects as a routine part of the job. A description of the specific physical requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MENTAL REQUIREMENTS
Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Human Resource office for review upon request.
MINIMUM REQUIREMENTS

High School Diploma or GED with one year of experience in the repair and maintenance of motor vehicles OR currently attending or completion of automotive repair studies from an accredited trade school: six months to one year.

Valid Class “D” Driver’s License.

Possession of (or ability to obtain) an ASE Brake Repair Certification “A5-Brakes” within the probationary period.

Some positions within this classification may require the employee to obtain the appropriate commercial driver's license and/or endorsement as required by state law.

Possession of (or the ability to obtain) a Tow Motor Operator’s Certification within the probationary period.