



**HANOVER COUNTY GOVERNMENT**  
invites applications for the position of:

## **Automotive Technician (CD)**

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<b>SALARY:</b>	\$41,811.00 - \$55,805.00 Annually
<b>JOB TYPE:</b>	Full-time
<b>LOCATION:</b>	North Lakeridge Pkwy., Ashland
<b>DEPARTMENT:</b>	General Services - Fleet Division
<b>OPENING DATE:</b>	04/26/22

### **DESCRIPTION:**

**This position has an estimated start date of 7/1/2022**

**General Description:** This is a skilled technical position. The incumbent performs routine and complex tasks to repair and maintain County vehicles and/or specialized automotive equipment.

**Organization:** The Automotive Technician is part of Hanover's Career Development Program (CD). The Automotive Technician Ladder has four (4) levels ranging from Automotive Technician I to Senior Automotive Technician. Incumbents report to the Fleet Manager and supervise no staff. Senior Automotive Technicians may serve as workflow leaders to lower level Technicians.

### **Essential Functions:**

- Services and repairs all types of automotive systems and components.
- Provide diagnoses of repair needs.
- Rebuilds mechanical, hydraulic, electrical and electronic systems.
- Performs VA State inspections.
- Drives vehicles and tests systems to ensure proper operation and effectiveness of repair or service work.
- Completes related paperwork, such as requisitions and documentation of service provided.
- Performs related work as assigned.

### **Working Conditions:**

#### A. Hazards

Chemicals - Exposure to petroleum products, cleaning solvents, dust and fumes.

Conditions - Work is performed using heavy equipment, including noise and vibrations.

B. Environment

Office - Primarily inside a shop, but may be exposed to adverse weather.

Field - Must drive to test vehicles, etc.

C. Physical Effort

Routine lifting of objects over 25 pounds.

Routine climbing onto and under vehicles and equipment.

D. Non-exempt

**Knowledge, Skills and Abilities:** Requires the ability to understand and to follow oral and written instructions. Must be able to read and understand complex technical manuals. Requires the ability to operate diagnostic and service equipment.

**Education, Experience and Training:** High school diploma or equivalent required with a minimum of two (2) years' related experience – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable. Must be a certified A/C Technician (EPA-approved Section 609). Higher levels on the Career Ladder require additional experience and training.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- May be on-call nights, weekends and holidays
- Valid Commonwealth of Virginia Driver's License
- Commercial Driver's License (CDL)
- VA State Inspector's License
- Pre-employment Physical Examination/Drug Test/Breath Alcohol Testing and repeated in accordance to policy thereafter
- Must wear uniform, including safety equipment
- This position is subject to the department's on-call procedures

Current Automotive Service Excellence (ASE) certifications preferred.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

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**SUPPLEMENTAL INFORMATION:**

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7515 Library Drive  
Hanover, VA 23069  
804-365-6075

[humanresources@hanovercounty.gov](mailto:humanresources@hanovercounty.gov)

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### **Automotive Technician (CD) Supplemental Questionnaire**

- \* 1. Do you have a valid driver's license?
  - Yes
  - No
- \* 2. What is your highest level of education completed?
  - Some High School
  - High School/GED
  - Vocational School
  - Some College
  - Associate's Degree
  - Bachelor's Degree
- \* 3. How many years of experience do you have conducting state certified or state required safety inspections on vehicles?
  - None
  - 1 - 2 years
  - 3 - 5 years
  - 6 - 9 years
  - 10+ years
- \* 4. How many years of experience do you have using charts, technical manuals and high tech computerized diagnostic equipment to identify and fix automotive problems?
  - None
  - 1 - 2 years
  - 3 - 5 years
  - 6 - 9 years
  - 10+ years
- \* 5. How many years of experience do you have in automotive maintenance?
  - None
  - 1 - 2 years
  - 3 - 5 years
  - 6 - 9 years
  - 10+ years
- \* 6. How many years of experience do have in heavy truck maintenance?
  - None
  - 1 - 2 years
  - 3 - 5 years
  - 6 - 9 years
  - 10+ years
- \* 7. How many years of experience do you have in fire and/or school bus maintenance?
  - None
  - 1 - 2 years
  - 3 - 5 years

6 - 9 years

10+ years

8. Do you have any of the following certifications/licensures?

Air Conditioning

CDL-A

EVT

Welding

9. If you have any ASE certifications, please list them below.

\* Required Question