

CLASS TITLE: AUTOMOTIVE SERVICE SPECIALIST

Class Code: 02324300
Pay Grade: 18A
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To act as expediter and liaison between the Department of Transportation and the repair shop in the Department of Administration, to get the motor vehicles and ancillary equipment out of the repair shop and on the road as soon as possible; to approve of repair or replacement of equipment; to make periodic inspections of equipment at the various garages or to act as a mechanical inspector in accordance with State law to protect the safety of the passengers, monitors and operators; to write reports; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from a superior; work is reviewed for efficiency from oral and written reports submitted.

SUPERVISION EXERCISED: To be responsible for expediting the delivery of equipment from the repair shop.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To act as expediter and liaison between the Department of Transportation and the repair shop in the Department of Administration to get the motor vehicles and ancillary equipment out of the repair shop and on the road as soon as possible.

To act as a bus, truck and vehicle mechanical inspector in accordance with State law to protect the safety of the passengers, monitors and operators.

To remove, disassemble and inspect brake systems, assemblies and other parts and subparts of motor vehicle equipment to determine and disclose wear conditions and defects of equipment on trucks, buses and other vehicles.

To conduct inspections on buses, trucks and other vehicles in the field and on the open road and to assist police departments in overall enforcement of the motor vehicle inspection laws, rules and regulations.

To perform inspections, repairs and calibrations on various types of inspection and garage equipment in conjunction with a general garage maintenance program used in a state-operated inspection garage.

To perform inspections on public carrier and other motor vehicles in the field and on the highways to enforce the laws, rules and regulations relative to the safe transportation of school children and other persons.

To perform calibration checks on different inspection equipment and meters including, but not limited to, headlamp aiming equipment and exhaust analyzers within established standards.

To perform inspections on all vehicles involved in complaints from consumer protection agencies as to work performed and parts replaced.

To bring to the attention of the head of the repair shop all complaints received from division superintendents regarding vehicles and equipment in the shop for repair.

To approve or disapprove all requests for repair which are beyond normal periodic maintenance costs.

To recommend trade-in and replacement when repair costs exceed the value of the equipment.

To draw up specifications for all equipment to be purchased.

To inspect all new equipment upon delivery for adherence to specifications.

To analyze the monthly summary of repair costs for each piece of equipment and check on any discrepancies.

To visit each garage regularly to check on the condition of each piece of equipment assigned to the garage.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the operation, maintenance and repair of heavy automotive and ancillary equipment; a familiarity of repair costs; the ability to convey ideas clearly and concisely in oral and written reports; the ability to establish and maintain effective working relationships with associates and field crews; a thorough knowledge of techniques used in performing vehicle operation safety inspections; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high or vocational school; and

Experience: Such as may have been gained through: employment in a supervisory position in an automotive repair garage or employment repairing heavy motor equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Motor Vehicle operator's license issued by the State of Rhode Island.

Class Revised: April 18, 1993

Editorial Review: 3-15-2003