

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MOTOR VEHICLE TECHNICIAN V -
Wrecker and Tire Operations

SALARY GROUP: A17

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 1/13/2015

POSITION #: 024373

I. JOB SUMMARY

Performs advanced motor vehicle maintenance and repair work. Work involves estimating repairs; requisitioning parts and supplies; maintaining records of work performed; and coordinating the operation of a motor vehicle and equipment repair shop. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates various phases of motor vehicle repair to include paint, body, and mechanical repairs; inspects incoming vehicles and estimates repairs; diagnoses and discusses malfunctions, warranties, parts, and service with mechanics, drivers, and manufacturing representatives; and prepares reports and purchase orders.
- B. Coordinates wrecker services to pick up wrecked or disabled vehicles and trailers; transports commercial vehicles to and from repair shops; and test drives vehicles to ensure quality of repairs.
- C. Instructs offender and employee drivers in proper maintenance and repair procedures; provides training and technical assistance to include transporting vehicles to and from the truck terminal; and supervises the work of offenders.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning maintenance or repair of motor vehicles or heavy equipment, metal forming and fabricating, or automotive parts retail sales experience.
3. Experience in the operation and maintenance of tractor-trailer rigs preferred.
4. Correctional custody or law enforcement experience preferred.

Successful completion of current Texas Department of Criminal Justice freight transportation road test within the past twelve months.

Must have or be able to obtain a valid Class A Commercial Driver's License (CDL) with a Passenger (P) endorsement within sixty days of the date of employment.

Must have or be able to obtain a CDL Medical Examiner's Certification within ninety days of the date of employment.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

1. Knowledge of motor vehicle and equipment repair.
2. Knowledge of operation of motorized equipment.
3. Knowledge of electrical, mechanical, computerized, and emission control systems.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.

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6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of technical testing equipment used to diagnose automotive malfunctions.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill in the use of parts books and service manuals.
12. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, vibration, slippery or uneven walking surfaces, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, grinders, drills, air compressor, pumps, battery chargers, multimeters, hand tools, air tools, jacks, pallet jacks, forklift, trailer and automobile.