

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MOTOR VEHICLE TECHNICIAN V -  
Mechanical

SALARY GROUP: A17

DEPARTMENT: Transportation and Supply

Page 1 of 3

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: 12/22/2014

POSITION #: 024396

**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 and equipment maintenance and repair work to include metal fabrication, paint, body, mechanical repairs, and warranty work performed by a dealership; and prepares reports.
- B. Inspects incoming vehicles and estimates repairs; and diagnoses and discusses malfunctions, warranties, parts, and service with mechanics, drivers, and manufacturing representatives.
- C. Instructs offender mechanics in proper repair procedures and use of automated testing and other equipment; and coordinates the repair and maintenance of other motor, metal fabrication, and mechanical equipment.
- D. Trains and supervises offenders.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of offenders.

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

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Page 2 of 3

**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 automotive or heavy equipment repair or maintenance or metal forming and fabricating or automotive parts retail sales experience.
3. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of methods and techniques of maintenance and repair of motor vehicles and equipment.
2. Knowledge of the operation of motorized equipment.
3. Knowledge of electrical, mechanical, computerized systems, and emission control systems.
4. Knowledge of safety procedures related to maintenance and repair shops.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of technical testing equipment used to diagnose automotive malfunctions.
11. Skill in the use of parts books and service manuals.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to plan, organize, and assign the work of others.
14. Skill in the use of machinery and equipment in assigned area preferred.

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Page 3 of 3

**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, 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, hand tools, diagnostic tools, hoist, front end alignment machine, tire balancing machine, tire changing machine, vehicle lift, telephone, and automobile.