

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MOTOR VEHICLE TECHNICIAN IV -  
Mechanical

SALARY GROUP: A15

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 #: 024506

**I. JOB SUMMARY**

Performs complex motor vehicle maintenance and repair work. Work involves replacing and repairing worn or broken parts; performing preventive maintenance activities; servicing motor vehicle equipment and related gasoline, diesel, or alternative full engine-powered equipment; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Performs repairs to automobiles, trucks, farm tractors, buses, trailers, and other equipment; inventories tools, parts, tires, and other equipment; schedules and assigns vehicles; and test drives vehicles.
  - B. Assists in requisitioning supplies, parts, oils, and fuels; checks deliveries; maintains records of purchases and requisitions; and maintains records on the operation and repair of vehicles and equipment.
  - C. Assigns work to offenders; inspects quality of work; and instructs offender workers in proper methods and equipment used in performing maintenance and repair.
  - D. Monitors the operation of welding equipment for vehicle metal fabrication repair.
  - 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 assigned 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. One year 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 motor vehicle and equipment repair and maintenance techniques.
2. Knowledge of metal fabrication methods and materials used to manufacture and repair equipment.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill in the use of machinery and equipment in assigned area.
10. Skill to train offenders in the maintenance and repair of vehicles and equipment.
11. Skill to plan, organize, and assign the work of offenders.

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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, climbs 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, 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, grinders, drills, air compressors, hand tools, air tools, jacks, vehicle lifts, telephone, and automobile.