
LEAD AUTOMOTIVE TECHNICIAN (AG), PS-09

FUNCTIONAL PURPOSE

Serves as a lead automotive technician working group leader for lower level employees at a maintenance facility or an auxiliary garage without dedicated supervision; personally performs the most complex automotive maintenance and repairs on all types of motor vehicles used in the postal fleet as necessary.

DUTIES AND RESPONSIBILITIES

1. Maintains time-keeping and attendance records; assigns and schedules work for individual employees or a group of employees in work related to vehicle maintenance.
2. Diagnoses operating difficulties on a variety of vehicles and performs operational checks on engines; its major supporting systems, parts, components, assemblies; including emissions systems, electrical, computer and electronic controlled components.
3. Performs various computerized and electronic diagnostic tests using specialized equipment; interprets trouble codes and other information from electronic scanners and test analyzers; uses reference materials such as service manuals and wiring schematics to determine operational difficulties, driveability problems and evaluates performance efficiency.
4. Conducts vehicle inspections, determines necessary repairs, annotates established estimated repair time (ERT).
5. Troubleshoots malfunctioning vehicles resulting from road calls and identifies improperly functioning part(s).
6. Performs maintenance and repairs resulting from normal preventive maintenance inspections.
7. Provides technical guidance and instructions to mechanics and technicians on more difficult repairs and in the use of specialized computer-aided diagnostic equipment.
8. Maintains contact with designated supervisor or VMF manager regarding management of VMF or auxiliary garage operations and provides support on maintenance matters.
9. Maintains, prepares and updates vehicle maintenance records, annotates repairs, labor hours and other relevant data.
10. Assists in training personnel in the repair of vehicles and the use of specialized computer-aided diagnostic equipment.
11. Personally observes and monitors compliance of established safety practices and procedures of vehicle maintenance activities; complies with all postal, local, state, and federal environmental regulations and policies.

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SUPERVISION

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Manager, Vehicle Maintenance; Supervisor, Vehicle Maintenance; or other designated supervisor.

SELECTION METHOD

BARGAINING UNIT

MOTOR VEHICLE

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