



TEXAS MILITARY FORCES
 Joint Forces Headquarters
Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

**STATE AGENCY
 JOB VACANCY NOTICE**

JOB POSTING NUMBER: **2011-11** DATE: **20 October 2010**
 CLOSING DATE: **Open Until Filled** (14 calendar day minimum)

JOB TITLE: **Motor Vehicle Technician II (Automotive)**
 STATE CLASSIFICATION NUMBER: **9417** SALARY GROUP: **A11**
 WORK LOCATION: Texas Readiness Sustainment Maintenance Site
 748 East McLeroy Blvd., Saginaw, Texas 76179

REFER TO:
 Mrs. Samantha Calhoun, Saginaw OR State Human Resources Office,
 Telephone: (817)232-5690 Ext. 1856 Austin, Telephone: (512)782-6048

MONTHLY SALARY: **\$2,182.00 to \$3,246.25**
 HOURS WORKED WEEKLY: **40 (Full-Time)** WORK WEEK: **Monday thru Friday**
 SHIFT WORK REQUIRED: YES NO

(May be required to work overtime, holidays, weekends, rotating shifts and after duty hours.)

NUMBER OF OPENINGS: 1 (More than one position may be filled.)

JOB DESCRIPTION: As Described FLSA: **Non-Exempt** JOB CATEGORY: **S**

TRAVEL REQUIRED: YES NO (Minimal) AGENCY CAR FURNISHED: YES NO

(Required to travel both in and/or out of state.)

LICENSE OR REGISTRATION REQUIRED: **Valid Texas Driver's License***

INTERVIEW PLACE & TIME: **As determined by the Selecting Supervisor.**

PRE-EMPLOYMENT CONDITIONS:

- Selected applicants will be required to pass a pre-employment physical and drug test prior to being hired. Physical and drug test will be scheduled at a facility selected and paid for by The Adjutant General's Department.
- This position is security sensitive and employment is contingent upon favorable results of a criminal record check with the Texas Department of Public Safety.

PROCESS: Applicants must submit complete standard State of Texas Job Application. Interviews are scheduled based upon information furnished on the Job Application.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service Website at:

<https://www.sss.gov/RegVer/wfVerification.aspx>

HOW TO APPLY

Contact: Mrs. Samantha Calhoun, 748 East McLeroy Blvd., Saginaw, TX 76179-4604		
APPLY ONLINE AT: www.workintexas.com	MAIL APPLICATION TO: Adjutant General's Department ATTN: JFTX-J1-HR-S P. O. Box 5218 Austin, TX 78763-5218	APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35 th St. Camp Mabry, Building 10A Austin, TX 78703
FAX APPLICATION TO: (512) 782-5669		
EMAIL APPLICATION TO: susan.mcginnis@us.army.mil		

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs routine (journey-level) motor vehicle maintenance and repair work. Performs organizational maintenance and repair on equipment supported by the activity. Repairs and modifies combustion powered heavy wheeled vehicles and equipment. Work assignments are selected to provide training and experience in the position. Incumbent is required to obtain increased knowledge and skill in the pertinent principles and techniques necessary to fully perform all duties described. Work is checked during progress and upon completion for compliance with acceptable trade practices, directives, oral instructions and standard operating procedures. Reports to a Heavy Equipment Mechanic Foreman and works under moderate supervision with limited latitude for the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Performs organizational maintenance and repairs on heavy wheeled vehicles and equipment.
- Troubleshoots equipment by servicing and making repairs including removing and replacing new or rebuilt assemblies such as voltage regulators, generators, brake cylinders, etc.
- Removes and cleans fuel tank and spark plugs and adjusts tappets.
- Changes and adjusts distributor points and similar work.
- Performs operational inspection and insures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc.
- Performs other preventive maintenance operations as required.
- Applies modifications to equipment according to modification work orders.
- Uses a variety of diagnostic and test equipment to include pressure gauges, feeler and dial gauges, ignition timers, injection testers, vacuum and fuel pump testing equipment.
- Performs maintenance and repairs on hydraulic systems; drive controllers; oil gears and pumps; elevating and traversing mechanisms; hydraulic and wiring systems.
- Cleans and lubricates parts and assemblies.
- Operates numerous types of vehicle.
- Maintains records of materials used.
- Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EDUCATION: Graduation from a standard senior high school or equivalent required.

EXPERIENCE:

- Must have six (6) months experience, education or training which demonstrates the candidate has enough knowledge of equipment to be able to do routine jobs, simple preventive maintenance tasks and is able to use common tools and equipment in the line of work while working with senior mechanics.
- Must have knowledge of personal protection equipment (PPE) required under OSHA.

REGISTRATION, CERTIFICATION OR LICENSURE: Valid driver's license is required. *Texas Driver's License will be required within first 30 days of employment. Satisfactory driving records are required for driving state or personal vehicles to conduct agency business.

Knowledge, Skills and Abilities

- Knowledge of automotive maintenance manuals and their use.
- Knowledge of and ability to apply automotive principles.
- Knowledge of proper use and handling of hazardous waste in accordance with TNRCC
- Knowledge of personal protection equipment (PPE) required under OHSA.
- Ability to follow instructions and plans in oral and written form.
- Ability to operate numerous types of vehicle.
- Ability to travel with overnight stays both in and out of state.

Physical Conditions

Work involves standing, walking, stooping, kneeling, climbing, and crawling. Work may be done in awkward and cramped positions. Frequently lifts, carries, and sets up equipment and materials that weigh up to 40 pounds.

Working Conditions

Work is performed both inside and outside. When inside, incumbent is frequently exposed to drafts, changing temperatures, and noise. When outside, may sometimes work in bad weather, in mud or snow and in wet or icy areas. Both inside and outside the incumbent is frequently exposed to irritation or discomfort from dust, heat, fumes, and from hard, damp floors, or ground. Typically works on parts and systems which are dirty, oily, or greasy. Is frequently exposed to the possibility of receiving cuts, burns, bruises, and sprains while repairing, and moving equipment. Is often exposed to the possibility of receiving burns or skin irritations from acid, fluids and lubricants.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.