



**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: **2011-12** DATE: **19 October 2010**  
 CLOSING DATE: **Open Until Filled** (14 calendar day minimum)

JOB TITLE: **Motor Vehicle Technician II (Allied Trades Helper)**  
 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**

<b>Contact:</b> Mrs. Samantha Calhoun, 748 East McLeroy Blvd., Saginaw, TX 76179-4604		
<b>APPLY ONLINE AT:</b> www.workintexas.com	<b>MAIL APPLICATION TO:</b> Adjutant General's Department ATTN: JFTX-J1-HR-S P. O. Box 5218 Austin, TX 78763-5218	<b>APPLY IN PERSON:</b> Monday-Friday, 8 AM to 4 PM 2200 West 35 <sup>th</sup> St. Camp Mabry, Building 10A Austin, TX 78703
<b>FAX APPLICATION TO:</b> (512) 782-5669		
<b>EMAIL APPLICATION TO:</b> susan.mcgininis@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. Provide assistance to Allied Trades Craftsmen in support of maintenance activities. Assists shop repairmen in the skilled trades occupations by performing the least skilled duties of those trades. Engages in joint operations with craftsmen. Rotates through trades area to gain experience. 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 advance skills in paint removal from vehicles utilizing blast media.
- Uses hand and power tools of the trade (i.e. high water pressure wash systems, D. A. sanders, hydraulic metal shears, planer etc.) to perform duties such as mixing and applying CARC (chemical agent resistant coating) paints, preparing surfaces; erecting and cleaning equipment.
- Removes parts of all types of equipment when job does not require technical knowledge or skill.
- Supplies, lifts and holds materials or tools for shop craftsmen.
- Drives military vehicles up to and including 10 ton trucks, forklift, sedans or other vehicles to obtain supplies and equipment in connection with the work conducted in the shop.
- Calculates material and labor costs, and orders parts and supplies to complete work orders.
- Maintains records on materials used.
- Travels both in and out of state.
- 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.
- Must have knowledge of personal protection equipment (PPE) required under OSHA.

**PREFERRED:** Experience with body and painting of military equipment is preferred.

**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 vehicle restoration.
- Knowledge of and ability to apply automotive principles.
- Knowledge of proper use and handling of hazardous waste in accordance with TNRC
- Knowledge of personal protection equipment (PPE) required under OSHA.
- Skill in painting, removing paint and performing automotive metal repairs.
- Skills in performing basic math.
- Ability to follow instructions and plans in oral and written form.
- Ability to interpret military technical manuals, illustrations, specifications, diagrams and similar guides to make repairs and modifications.
- Ability to travel with overnight stays both in and out of state.

- Ability to operate numerous types of vehicle.

**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.

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*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.*