

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 005011
Grade:12
FLSA: N**

MECHANIC TECHNICIAN APPRENTICE

DEFINITION OF CLASS:

The work of this class receives frequent verbal and written instruction through on the job training, attendance at general shop meetings, and formal classroom instruction required to maintain heavy equipment, diesel, gasoline and alternative fuel powered buses and related equipment.

DISTINGUISHING CHARACTERISTICS:

This is the trainee level class in the Mechanic Technician series to learn the duties of a Mechanic Technician I.

MAJOR DUTIES:

An employee is assigned to this class with minimal automotive maintenance and repair experience to perform the duties of a Mechanic Technician where formal training and instruction are received through the employee's required participation in the Fleet Management Services Mechanic Technician Training Program (FMSMTTP) in order to learn to perform maintenance and repair tasks on a wide variety of heavy duty vehicles and equipment, transit vehicles.

EXAMPLES OF DUTIES: (Illustrative Only)

- Learns to perform semi-skilled and skilled apparatus and equipment repair and preventive maintenance tasks and general shop maintenance assignments.
- Road tests vehicles during and occasionally upon completion of maintenance/repair work.
- Receives on the job and classroom instruction to accomplish a variety of duties, to develop and acquire the skills, to learn the tools, equipment, knowledge, and safety rules and practices of the Mechanic Technician trade.
- Performs "bench" and "floor" work within capabilities, utilizing hand and power tools and equipment of the trade.
- Cleans, sharpens, repairs, and otherwise maintains hand and power tools and equipment.
- Performs related duties as required.

SUPERVISORY CONTROLS

Under direct supervision, receives frequent verbal and written instruction through on the job training, attendance at general shop meetings, and formal classroom instruction to perform maintenance and repair on heavy equipment, diesel, gasoline and/or alternative fuel County buses and related equipment.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Work is performed in strict accordance with repair manual instructions, specifications, tolerances, and shop standard procedures

COMPLEXITY:

Complexity of the work is derived from the need to distinguish the meaning of readily apparent problems and taking the appropriate action.

SCOPE AND EFFECT:

The work involves the execution of specific rules, regulations or procedures and typically comprises a complete segment of an assignment or project of broader scope.

CONTACTS:

Contacts are primarily with employees in the immediate work area, crew/shift, to which an employee is assigned for the purpose of receiving instruction and information.

PUBLIC ASSISTANCE:

This class of work may involve minimal public service and assistance, but it is incidental to the primary focus of the work performed.

HAZARDS:

Employees may occasionally be exposed to human/animal waste and/or body fluids. These hazardous working conditions require employees to strictly follow safety procedures and regularly employ safety equipment including safety glasses, rubber and leather gloves, hearing protection, eye and face shields, respiratory masks, and steel toe shoes.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent (GED or High School Proficiency Examination)

Experience: One (1) year technical automotive/mechanical experience.

Licenses, Registrations, Certifications, or Special Requirements:

At Time of Employment Application:

- Possession of a valid Class “C” (or equivalent) driver’s license from applicant’s state of residence.

First Day of County Employment:

- Possession of either a valid Class “A” or “B” (or equivalent) Commercial Driver’s License (CDL) with Passenger and Air Brake Endorsement, issued by applicant's state of residence; or
- A valid Instructional Permit for a Class "A" or "B" Commercial Driver's License (CDL) with Passenger and Air Brake Endorsement, issued by applicant's state of residence.

Upon Completion of the Probationary Period:

- Possession and maintenance at all times of a valid Class “A” or “B” (or equivalent) Commercial Driver’s License (CDL) with Passenger and Air Brake Endorsement, issued by applicant's state of residence;
- A valid US Environmental Protection Agency Air Conditioning Certification (Clean Air Act, 1990, Section 608 and 609) appropriate to the equipment serviced/inspected; and
- A valid Occupational Safety and Health Administration (OSHA) Industrial Forklift Certification.

Knowledge, Skills, and Abilities:

Basic Knowledge of:

- Automotive systems.

Ability to:

- Use the hand and power tools and equipment of the trade.
- Prepare simple sketches and material lists.
- Understand and carry out oral and written instructions in English.
- Distinguish between colors.

Work Environment:

Ability to perform work in a centralized maintenance facility in tiring and uncomfortable positions for long periods involving very disagreeable or unpleasant situations which are inherent in the work. Willingness to work in conditions which may involve exposure to sewage; working with very dirty or greasy equipment; working outside in conditions of high humidity; working in enclosed protective custody or similar environments.

Physical Demands:

Work is generally performed in a centralized maintenance facility in tiring and uncomfortable positions for long periods. Must have the ability to continuously bend, reach, stretch, lift, stoop, climb and crouch often on top of, in, and under vehicles and engines in cramped and awkward positions. Performance of the work involves exposure to loud noises, vibrations, dust, dirt and grease. Employees perform physically strenuous work while standing, lying down, or sitting; and pull, push, lift and carry items which weigh up to 100 pounds, and occasionally items in excess of 100 pounds.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL PROTOCOL: Core Exam II and Drug/Alcohol Screen

PROMOTION POTENTIAL:

A Mechanic Technician Apprentice may be promoted to Mechanic Technician I after two (2) years of experience in the class, successful completion of the Fleet Management Services Mechanic Training Program, possession of all required licenses and certifications and recommendation of the appointing authority.

CLASS SPECIFICATION HISTORY:

Class Established: February 1966
Revised: November 1973
December 1984
Classification Study: May 1991 (M)
July 1999
Classification Study: October 2003 (M)
March 2005
June 2006
June 2008
August 2009
April 2010
August 2013
October 2014
Class Study: October 2017
Revised (format): April 2018
August 2019

Note: *Formerly titled, Mechanic Technician Trainee*

Note: *Revised Minimum Qualifications*