

5/5/80
Rev 2/81
Rev 3/29/83
Rev 4/92

CITY OF SAN JOSE
AUTOMOTIVE EQUIPMENT SPECIALIST (3325)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in the preparation of specifications for vehicle and equipment acquisition. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- ◆ Prepares vehicle and equipment specifications and purchase requisitions.
- ◆ Inspects new equipment to assure conformance with bid specifications, and contacts vendor in the event of discrepancy.
- ◆ Reviews specialized equipment used in other jurisdictions for applicability to City requirements.
- ◆ Prepares data sheets on the maintenance of inventory systems on City vehicles and equipment including registration, licensing, transfer, and disposal.
- ◆ Maintains contact with vendors and files of equipment available from vendors.
- ◆ Maintains files of California Vehicle Codes and Federal Safety Regulations.
- ◆ Prepares timely reports relating to monies encumbered and expended for vehicles and equipment.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class completes specifications for new equipment and vehicle procurement. This class differs from the Senior Automotive Equipment Specialist in the responsibility for and complexity of work involved and in that the incumbent of that class is responsible for the supervision and direction of the writing of the specifications.

QUALIFICATIONS

Minimum Knowledges, Skills, and Abilities

- ◆ Knowledge of the mechanical principles of automotive vehicles and industrial equipment and commonly used terminology.
- ◆ Knowledge of local, state and federal vehicle codes.
- ◆ Ability to interpret local, state and federal safety regulations.
- ◆ Ability to follow oral and written instructions.
- ◆ Ability to read, understand, and interpret blueprints, sketches, and technical data supplied by vendors and manufacturers.
- ◆ Ability to prepare oral and written reports.

Competency Knowledges, Skills, and Abilities

- ◆ Knowledge of metric system and its conversion.
- ◆ Ability to prepare vehicle and equipment specifications and purchase requisitions.
- ◆ Ability to design and draw detailed sketches.
- ◆ Ability to maintain the inventory control systems.
- ◆ Ability to obtain a City driver's permit.

Training and Experience

Any combination of training and experience equivalent to completion of high school, two (2) years of specification writing leading to the purchase of automotive equipment or equivalent college training in automotive technology.

Licenses/Certificates

- ◆ Possession of a valid California Drivers License at all times is a condition of employment.
- ◆ Possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.