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Minimum Qualification Specifications for the Class:AUTOMOTIVE TECHNICIAN I**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Practices, tools, materials, and computerized equipment used in the automotive trade (e.g. scanning instrument, oscilloscope, digital voltmeter, etc.); occupational hazards and safety measures applicable to the trade; principles of automotive electricity and electronics (e.g. OHM's law, series circuits, parallel circuits, and the theory and operation of semiconductors, capacitors, resistors, diodes, and thermistors, etc.); automotive microprocessor systems (i.e. how the systems work, how various values of sensors respond, and how they are interrelated); principles of internal combustion engines and automotive systems and parts and how they are interrelated; and procedures for analyzing and diagnosing defects.

Ability to: Diagnose vehicle problems utilizing computerized diagnostic equipment and a knowledge of the limitations of the diagnostic equipment; estimate materials, parts and labor necessary to perform any major overhaul; operate various machines and equipment used in adjusting, maintaining and repairing vehicles; locate, adjust, replace and repair components for microprocessor-based systems (e.g. anti-lock brakes, engine/fuel management systems, etc.) and mechanical defects on motor vehicles; understand oral and written instructions; read and comprehend vehicle repair manuals and electrical and electronic circuits and schematics relating to engine management systems; and operate a motor vehicle.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of work experience which involved the performance of automotive repair work under a journey-level automotive mechanic. At least two (2) years of the required experience must also have involved utilizing computerized equipment to test, analyze, diagnose, and complete repairs of microprocessor-based systems and components on motor vehicles.

Substitutions Allowed:

Possession of an Associate's degree in Automotive Mechanics Technology from an accredited community college may be substituted for two (2) years of the required automotive repair experience; however, it may not be substituted for the required two (2) years of experience involving the use of computerized equipment to test, analyze, diagnose and complete repairs of microprocessor-based systems.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to stand, stoop, bend, and work in cramped spaces for extended periods of time; distinguish colors; lift and carry up to fifty (50) pounds; read without strain printed material the size of typewritten characters, glasses permitted; and the ability to hear the conversational voice, with or

without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Superintendent or designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service class AUTOMOTIVE TECHNICIAN I by the Department of Education Civil Service system.

DATE APPROVED: 12/15/05

/S/ Gerald Okamoto
Gerald Okamoto
Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: 7/1/05

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Minimum Qualification Specifications for the Class:AUTOMOTIVE TECHNICIAN II**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Practices, tools, materials, and computerized equipment used in the automotive trade (e.g. scanning instrument, oscilloscope, digital voltmeter, etc.); occupational hazards and safety measures applicable to the trade; principles of automotive electricity and electronics (e.g. OHM's law, series circuits, parallel circuits, and the theory and operation of semiconductors, capacitors, resistors, diodes, and thermistors, etc.); automotive microprocessor systems (i.e. how the systems work, how various values of sensors respond, and how they are interrelated); principles of internal combustion engines and automotive systems and parts and how they are interrelated; and procedures for analyzing and diagnosing defects.

Ability to: Diagnose vehicle problems utilizing computerized diagnostic equipment and a knowledge of the limitations of the diagnostic equipment; estimate materials, parts and labor necessary to perform any major overhaul; operate various machines and equipment; estimate materials, parts and labor necessary to perform any major overhaul; operate various machines and equipment used in adjusting, maintaining and repairing vehicles; locate, adjust, replace and repair components for microprocessor-based systems (e.g. anti-lock brakes, motor vehicles, etc.); understand oral and written instructions; read and comprehend vehicle repair manuals and electrical and electronic circuits and schematics relating to engine management systems; operate a motor vehicle; plan, assign, review and evaluate the work of others; and keep records and prepare simple reports.

Experience Requirements:

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below or any equivalent combination of training and experience.

Specialized Experience: Two (2) years of journey level automotive repair work which involved the independent performance of the full range of mechanical and electrical maintenance, troubleshooting, and repair work on motor vehicles. The work must have involved utilizing computerized equipment to test, analyze, diagnose, and complete repairs of microprocessor-based systems and components on motor vehicles (e.g. engine/fuel management systems, anti-lock brakes, etc.).

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to stand, stoop, bend, and work in cramped spaces for extended periods of time; distinguish colors; lift and carry up to fifty (50) pounds; read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or

other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination and requires the approval of the Superintendent or designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service class AUTOMOTIVE TECHNICIAN II by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources