Thank you for requesting special application/examination materials for the position of Automotive/Equipment Technician - Senior at the University of Wisconsin-Superior. The application/examination packet you receive should contain the following materials:

- Job Announcement
- Position Description
- Application for State Employment ([http://oser.state.wi.us/application.asp](http://oser.state.wi.us/application.asp))
- Certification Statement
- Objective Inventory Questionnaire (Civil Service Exam)
- Veterans Preference Form ([http://oser.state.wi.us/docview.asp?docid=1240](http://oser.state.wi.us/docview.asp?docid=1240))

The first step in the application process is to complete the Certifying Statement and Objective Inventory Questionnaire. The Objective Inventory Questionnaire is a civil service examination that provides you and all other candidates the opportunity to describe your relevant experience. You will be notified of your exam results about two weeks after the closing date. Those who are most qualified will be invited to the next stage of the process.

Mail, fax, or email your completed

a) Objective Inventory Questionnaire (Civil Service Examination)
b) the Application for State Employment form
c) the Certification Statement
d) current resume’
e) contact information for 3 professional references, and
f) the Veterans Preference form (if applicable) to:

Kathy Krause
Human Resources
University of Wisconsin-Superior
PO Box 2000
Superior, WI 54880
fax: 715-394-8171
e-mail: kkrause@uwsuper.edu

**Application deadline:** Completed materials are due at UW-Superior Human Resources by **4:30 p.m.** on **November 11, 2011.**
Vacancy Announcement

Position: Automotive/Equipment Technician-Sr (100%)
Facilities Management

Posting Date: October 27, 2011

Position #: 1262

Recruitment Stage: Open recruitment. A civil service examination has been created and may be taken until the deadline of 4:30 PM, Friday, November 11, 2011. See application instructions below.

Position Description

Job Duties: This is an automotive maintenance and repair position reporting directly to the Building and Grounds Superintendent for general direction and policy decision. Employee has responsibilities for the daily operation of the university pool vehicles, grounds equipment and power generators.

Knowledge Requirements:
Tune-up and repair procedures of internal combustion engines (gasoline, diesel and LPG/NG). Operation and use of diagnostic equipment. Operation/repair of power generators (power unit only). Knowledge of automotive hydraulic and electrical systems. Knowledge of general mechanical operating principles on internal combustion engines and power trains. Ability to read and comprehend written and spoken English. Hold or ability to obtain a valid Drivers License. Physical Ability: Requires possible heavy lifting to OSHA standards of 35-50 pounds and at times above the shoulders. Must be able to bend, stoop, kneel and climb up and down without any impairment.

Special Notes: Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

As a permanent classified employee, provided uniforms must be worn during working hours.

Must possess a valid driver’s license.

For UW-Superior campus safety information and crime statistics/Annual Security Report see http://www.uwsuper.edu/safety/clery or contact Campus Safety at 715.394.8114 for a printed copy.

Salary: Pay will be based on the rules that apply to compensation upon transfer, reinstatement, or voluntary demotion transactions. Minimum salary is $13.913 per hour. This position is
in pay schedule and range 03-11. For fringe benefits eligibility and information visit http://www.wisconsin.edu/hr/benefits/cben.pdf

Work Schedule: Monday through Friday, 7:30 AM – 4:00 PM (40 hrs per week)

To Apply: To apply for this position, you may download the required application materials here or pick up an application packet in the UW-Superior Office of Human Resources, Old Main 201, or call 715.394.8220 for an application packet. Applications must be received by 4:30 PM November 11, 2011. Exams will be scored, and eligible applicants will be invited to participate in the next step of the selection process.

The University of Wisconsin-Superior is an Affirmative Action/Equal Opportunity Employer and Educator
POSITION DESCRIPTION
AUTOMOTIVE/EQUIPMENT TECHNICIAN – SENIOR

POSITION SUMMARY: This is an automotive maintenance and repair position reporting directly to the Building and Grounds Superintendent for general direction and policy decision. Employee has responsibilities for the daily operation of the university pool vehicles, grounds equipment and power generators.

60% A. Determines repairs to be made to fleet/motor pool vehicles and grounds equipment and performs preventative maintenance and repair work.

1. Performs diagnostics and repairs on engines, power steering systems and power train systems and identifies apparent problem by test driving and/or use of diagnostics equipment.

2. Diagnose and repair of vehicles electrical systems including alternators, starters, relays/solenoids, wiring, ignition components, cruise control components, heating and air conditioning, electronic controls on steering systems, anti-lock brake systems, electronic and computer-operated shift controls and in-dash radio systems.

3. Performs routine inspections, tune-ups, and preventive maintenance and repairs on fleet/motor pool vehicles, grounds equipment and all emergency power generators located throughout the campus.

4. Diagnose, repair and replace hydrostatic transmissions, engine and related assemblies on outboard motors and small engine powered equipment.

5. Performs diagnostics, repair, replacement and adjustment of carburetors and computer controlled fuel injection systems and fuel pumps (gasoline, diesel and LPG/NG).

6. Performs diagnostics, repair and replacement of power brakes, suspension components, hydraulic systems, clutches, seals, universal joints, front and rear drive axles, wheel bearings, ball joints, tie rods, engines, transmissions and drivelines on all types of vehicles and heavy equipment.

7. Performs arc and gas welding to fabricate or repair parts or equipment.

8. Operates electronic engine analyzers, hydraulic press, power hacksaw, drill press, power hand tools, tire equipment and all other related tools.

9. Inspects, rotates, balances, repairs and installs all types of tires.


20% B. Coordinates university fleet/ pool operations and reporting.

1. Schedules university fleet/ pool vehicles for scheduled maintenance and warranty work.

2. Maintains vehicle records and prepares draft of monthly operation and maintenance reports.

3. Maintains mileage and fuel consumption data for university fleet and motor pool vehicles.
4. Maintains fuel records and orders bulk gas and diesel as needed.

10% C. Performs administrative duties relative to the operation of the section.

1. Maintains inventory of spare parts and reorders as necessary to assure adequate stock level.

2. Obtains quotations for repair parts and services which are not normally included in the spare parts inventory or normal maintenance of equipment.

10% D. Assists Grounds department in maintenance of snow removal equipment and additional help when needed for snow removal

1. Inspect and perform routine maintenance on all snow removal equipment.

2. Operate power equipment and light vehicles in spreading sand and salt on sidewalks and parking lots.

3. Operate power equipment in the removal of snow from sidewalks and parking lots.

KNOWLEDGES/SKILLS:

1. Tune-up and repair procedures of internal combustion engines (gasoline, diesel and LPG/NG)

2. Operation and use of diagnostic equipment.

3. Operation/repair of power generators (power unit only)

4. Automotive hydraulic and electrical systems.

5. Knowledge of general mechanical operating principles on internal combustion engines and power trains.

6. Ability to read and comprehend written and spoken English.

7. Hold or ability to obtain a valid Drivers License

PHYSICAL ABILITY:

Requires possible heavy lifting to OSHA standards of 35-50 pounds and at times above the shoulders. Must be able to bend, stoop, kneel and climb up and down without any impairment.
CERTIFICATION STATEMENT (Affidavit)
Automotive/Equipment Technician - Senior
UW-Superior

Please read the following statements, sign below, fill out the information requested, and return this form attached to your completed examination/application materials.

I understand that the Objective Inventory Questionnaire is a screening device used prior to the interview and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired.

WISCONSIN ADMINISTRATIVE CODE:

ER-MRS 6.10 . . . the administrator may refuse to . . . certify . . . or remove an applicant from a certification . . .

(5) who has made a false statement of any material fact in any part of the selection process.

(7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment . . .

(10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES:

s.230.43 misdemeanors; how punished. (1) Obstruction or Falsification of Examinations. Any person . . . . (c) who willfully or corruptly makes any false representations concerning the same (examination) . . . or (d) who willfully or corruptly furnished any person any special or secret information . . . (e) . . . shall for each offense be guilty of a misdemeanor.

(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than $50, nor more than $1,000, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code ER-MRS 6.10, and Wisconsin Statutes s.230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that my responses to the questions on this Objective Inventory Questionnaire are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

Signature: _________________________________________ Date: __________________

Name: (please print) __________________________________________________________

Social Security Number: _________________________________________________

Address: ___________________________________________________________________

City: __________________________ State: ________ Zip: _______________________

Phone (Day): __________________________ (Night) __________________________
This questionnaire is designed to evaluate your qualifications for the position of Automotive Equipment Technician - Senior in Facilities Management at the University of Wisconsin Superior.

Please read each item carefully; then select the ONE “Education or Training Response Criteria (Educ/Training)” and the ONE “Professional Work Experience Criteria (Work Experience)” listed below which best describes your experience with the listed task or activity. Use the spaces provided for each item to code your response.

NOTE: You may be asked to document or demonstrate any claim you make during a later phase of the selection process.

<table>
<thead>
<tr>
<th>Education or Training Experience Response Criteria (EOT)</th>
<th>Professional Work Experience Response Criteria (PWE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A I have no specific training for this task.</td>
<td>A I have not performed this task or activity.</td>
</tr>
<tr>
<td>B I have informal training on performing this task or activity (i.e. self-taught, personal reading and research, etc.)</td>
<td>B I have performed this task or activity with assistance.</td>
</tr>
<tr>
<td>C I have formal academic classroom or employee development preparation on performing this task or activity (i.e. college credit, internship, employer-in-service or on-the-job training.)</td>
<td>C I have performed this task or activity independently (without assistance).</td>
</tr>
</tbody>
</table>

Section 1: Automotive/Equipment Maintenance and Repair

<table>
<thead>
<tr>
<th>Educ/Training</th>
<th>Work Experience</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _____</td>
<td>2. _____</td>
<td>Performed diagnostics and repairs on engines (gasoline and diesel)</td>
</tr>
<tr>
<td>3. _____</td>
<td>4. _____</td>
<td>Performed diagnostics and repairs on power trains</td>
</tr>
<tr>
<td>5. _____</td>
<td>6. _____</td>
<td>Inspected and repaired heating and cooling systems</td>
</tr>
<tr>
<td>7. _____</td>
<td>8. _____</td>
<td>Flushed and refilled heating and cooling systems</td>
</tr>
<tr>
<td>9. _____</td>
<td>10. _____</td>
<td>Performed diagnostics and repairs on manual and power steering systems</td>
</tr>
<tr>
<td>11. _____</td>
<td>12. _____</td>
<td>Inspected and replaced brakes</td>
</tr>
<tr>
<td>13. _____</td>
<td>14. _____</td>
<td>Inspected and replaced carburetors</td>
</tr>
<tr>
<td>15. _____</td>
<td>16. _____</td>
<td>Inspected and repaired automotive front-end and rear-end systems</td>
</tr>
<tr>
<td>17. _____</td>
<td>18. _____</td>
<td>Inspected and replaced universal joints, axles, and seals</td>
</tr>
<tr>
<td>19. _____</td>
<td>20. _____</td>
<td>Performed tune-ups on gas and diesel engines (standard and fuel injected)</td>
</tr>
<tr>
<td>21. _____</td>
<td>22. _____</td>
<td>Inspected and replaced wheel bearings</td>
</tr>
<tr>
<td>23. _____</td>
<td>24. _____</td>
<td>Performed arc and gas welding to fabricate or repair parts or equipment</td>
</tr>
</tbody>
</table>
Educ/Training  Work Experience

25.  Operated electronic engine analyzers
27.  Operated power tools (i.e. hydraulic presses, power hacksaw, drill press)
29.  Inspected and replaced ball joints, steering bushings and tie rods
31.  Performed diagnostics and repairs on manual and automatic transmissions
33.  Inspected, repaired and replaced brakes and power brake units
35.  Performed diagnostics and repairs of antilock braking systems
37.  Inspected, repaired and replaced suspension components
39.  Inspected, repaired and replaced drivelines
41.  Inspected, repaired and replaced hydraulic systems
43.  Inspected, repaired and replaced clutches
45.  Performed diagnostics and repaired automotive electrical systems
47.  Inspected, rotated, balanced, repaired and installed all types of tires
49.  Replaced fuel pumps
51.  Inspected and replaced seals
53.  Replaced axle retainers
55.  Fabricated and welded specialty equipment and parts
57.  Maintained equipment and vehicle maintenance records

Section 2: Fleet Operations and Snow Removal

Educ/Training  Work Experience

59.  Scheduled fleet vehicles for scheduled maintenance
61.  Maintained vehicle maintenance records for fleet vehicles
63.  Prepared monthly maintenance reports for fleet vehicles
65.  Maintained fuel consumption data for fleet vehicles
67.  Ordered bulk gas and diesel fuel as needed
69.  Operated power equipment in spreading salt and sand
71.  Operated power equipment in removing snow from parking lots and sidewalks