



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: July 21, 2026

Department of Public Works-Operations Division

Current	Recommended
Vehicle Body Repair/Painting Technician 3 PR 7GN (\$66,283 - \$88,176) FN Recruitment rate is at \$69,768 (One Vacant Position)	Vehicle Services Technician 4 PR 7HN (\$72,929 - \$95,058) FN: Recruitment rate is at \$74,170 (One Vacant Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Department of Public Works – Operations Division has submitted a request to repurpose one vacant Vehicle Body Repair/Painting Technician 3 as a Vehicle Services Technician 4. A job description was provided and conversations were held with Makisha Porter, Operations Human Resources Administrator.

The Vehicle Services Technicians inspect, maintain, and repair operating systems of various automobiles, light trucks, vans, heavy trucks, and equipment. Duties and responsibilities include:

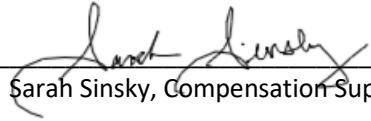
- Perform simple to complex maintenance, diagnostics, and repair of major automotive operating systems, including:
 - Starting, charging, and braking systems
 - Electro-hydraulic control systems
 - Transmission, electronic, and engine mechanical control systems
 - Mechanical transmission and drivetrain
 - Climate control and HVAC systems
 - Diesel particulate emission and fuel injection control systems
 - Compressed natural gas (CNG) fuel injection control systems
 - Controller area network (CANBUS) systems
- Conduct routine services such as lubricating steering, suspension, and other components; changing oil and fluids; and performing inspections for safety and operational fitness.
- Take repair orders and work independently or in consultation with shop employees, drivers, or supervisors to diagnose problems related to equipment malfunctions.
- Perform heating and cutting operations with a torch and minor welding.
- Perform minor vehicle body repair and touch-up painting.
- Test drive vehicles and test operational fitness of other equipment.
- Perform general computer inputs and use related manuals, diagnostic equipment, and work tools.
- Perform Services during emergencies and snow and ice control operations.
- Other duties as assigned.

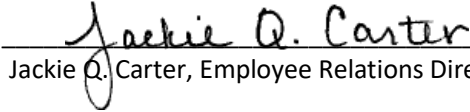
The department has indicated that the Fleet Section within DPW Operations has a greater need for a Vehicle Services Technician who can serve to repair aging fleet equipment to put back into service so as to maintain the equipment needs of the City as a whole for essential services.

This report recommends repurposing one vacant position of Vehicle Body Repair/ Painting Technician 3 as a Vehicle Services Technician 4 in Pay Range 7HN (\$72,929 - \$95,058) with a recruitment rate of \$74,170.

Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
Jackie Q. Carter, Employee Relations Director