WHAT I DO: I inspect, maintain, and repair cars and light trucks.

My tasks include:

- Testing parts and systems to make sure that they are working properly
- Identifying mechanical problems, often by using computerized diagnostic equipment
- Following checklists to ensure that all critical parts are examined
- Testing and lubricating the vehicle’s engine and other major components
- Performing basic care and maintenance, including oil changes, tuneups, and tire rotations
- Repairing or replacing worn parts, such as brake pads and wheel bearings
- Using testing equipment to ensure that repairs and maintenance are effective
- Explaining to clients their automotive problems and the repairs done on their vehicles
# Things to Consider When Applying for an Automotive Service Technician Job

## Academic/training & other credentials:
- For entry-level work, employers usually require that you have a high school diploma or HSE and that you've completed formal automotive technician training (through a community college or other program) with a Certificate of Completion or an Associate in Applied Science Degree in Automotive Technology.
- Professional certification in automotive technology (or working towards it) can provide you a leg up in getting an entry-level job. Certification demonstrates competence and usually brings higher pay. Many employers require that their service technicians become certified. Certification from the National Institute for Automotive Service Excellence is the standard credential for service technicians. See its website to learn more about the certification exam: [https://www.ase.com/](https://www.ase.com/).

## Other employer requirements/preferences may include:
- Must have a valid driver's license to drive the customer or company car
- Participated in an apprenticeship or internship at an employer site — prior knowledge and experience in repairing vehicles
- Willingness to rotate between night, morning, weekend and/or holiday shifts

## Tips to help you prepare for, land, and succeed in an automotive technology career:
- High school courses in automotive repair, electronics, computers, mathematics, and English provide a good background for prospective service technicians.
- The majority of job openings will be in automobile dealerships and independent repair shops, where most service technicians currently work.
- Most auto service technicians work full time (for private companies), and many work evenings or weekends. Overtime is common.
- Most service technicians work in well-ventilated and well-lit repair shops. Although many problems can be identified and fixed with computers, technicians frequently work with greasy parts and tools, sometimes in uncomfortable positions. They must often lift relatively heavy parts and tools. As a result, minor workplace injuries, such as small cuts and bruises, are common. However, the work is not generally dangerous if workers follow safety procedures and practices.

## Typical work settings include:
- Auto repair and maintenance shops; auto dealerships; and automotive parts, accessories, and tire stores.

## Employers may also refer to me as a(n):
- Service Technician (Tech)
- Automotive (Auto) Technician
- Automotive Specialty Technician
- Automotive Master Technician/Mechanic
- Automobile (Auto) Mechanic

## Employers in/near the NYC Region include:
- Goodyear
- Firestone
- White Plains Chrysler Jeep Dodge
- Mercedes-Benz of Brooklyn
- Valvoline
- Sears
- National Car Rental
- Alamo Rent A Car

## Skills & Abilities that Employers Typically Seek:
- Reading, writing and basic arithmetic skills
- Basic computer skills
- Ability to work indoors in closed environments with extreme heat, dust, and odors
- Communication and customer service skills
- Ability to work independently and as part of a team in a fast-paced environment
- Patience to perform routine vehicle maintenance following the company’s established maintenance protocol
- Skill to work with small parts; attention to detail
- Physical stamina to stand and walk for extended periods of time
- Strength to frequently move relatively heavy parts and tools
AUTOMOTIVE MECHANIC CERTIFICATE PROGRAM
Bronx Community College (CUNY)
Clement Drummond, Program Coordinator • Phone: 718-289-5213 • Email: clement.drummond@bcc.cuny.edu

Note: The program information on this and the following page was collected in Sept. 2013; it is subject to change over time.

STEP 1: Learn about the program and make sure it’s a good fit for your interests, goals, needs, and schedule.
- This 1-year, 30-credit program is offered every semester and is accredited by the National Automotive Technicians Education Foundation (NATEF). It is designed to develop basic automotive skills by integrating automotive theory (in the classroom) with an emphasis on shop experience. Courses are offered during the day, evening, and weekend.
- Students who successfully complete the program receive a Certificate of Completion in Automotive Technology from Bronx Community College. They are encouraged to move forward to complete the requirements for Bronx Community College's Associate in Applied Science (A.A.S) Degree in Automotive Technology.
- Program graduates can pursue the A.A.S. degree or get entry-level positions in automotive repair shops, with typical entry-level pay of $16 to $20 per hour.

STEP 2: Find out the cost of the program and make sure it’s a good fit for your wallet.
- Application Admissions Fee for New Students: $65.00
- Tuition, Fees, & Other Costs: $2,100 per semester (2013-14) (assuming full-time enrollment and on-time program completion) including a student activity consolidated service fee ($77.00 per semester), a technology fee ($100.00 per semester) and books/supplies ($600 per semester).

STEP 3: Apply to the college and complete all college and program admissions requirements (ALL requirements MUST be completed before applying to the program).
- Submit an application and proof of a high school diploma or HSE.
- Complete additional enrollment requirements, including submitting a Financial Aid Application and an Immunization Form.
- Register — it is strongly recommended that you attend the college’s orientation session.

CONGRATULATIONS – YOU’VE BEEN ACCEPTED INTO THE PROGRAM!

STEP 4: Successfully complete all courses and other program requirements. The Automotive Mechanic Certificate Program consists of the following courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 10</td>
<td>Introduction to Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>ACS 11</td>
<td>Engine Repair</td>
<td>4</td>
</tr>
<tr>
<td>ACS 12</td>
<td>Brake Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 13</td>
<td>Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>ACS 14</td>
<td>Manual Drive Train and Axles</td>
<td>3</td>
</tr>
<tr>
<td>ACS 24</td>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 21</td>
<td>Steering and Suspension Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 22</td>
<td>Automatic Transmission and Transaxle</td>
<td>4</td>
</tr>
<tr>
<td>ACS 23</td>
<td>Heating and Air-Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>ACS 35</td>
<td>Alternate Fuel Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

CONGRATULATIONS – YOU’VE EARNED A CERTIFICATE OF COMPLETION IN AUTOMOTIVE TECHNOLOGY FROM BRONX COMMUNITY COLLEGE!

STEP 5 (Strongly recommended): Take a professional certification exam. This program prepares students to take the National Institute for Automotive Service Excellence (ASE) certification exam.

STEP 6: Use your credentials to start working and/or continue your studies. Land an entry-level job and/or continue studying to attain higher educational credentials such as the Associate in Applied Science (A.A.S.) Degree in Automotive Technology at Bronx Community College (see next page for a program overview).
Getting a Credential that Can Help You Land a Job

AUTOMOTIVE TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE PROGRAM, Bronx Community College (CUNY)

Clement Drummond, Program Coordinator ● Phone: 718-289-5213 ● Email: clement.drummond@bcc.cuny.edu

STEP 1: Learn about the program and make sure it’s a good fit for your interests, goals, needs, and schedule.

• This is a 2-year, full-time program accredited by the National Automotive Technicians Education Foundation (NATEF). Its curriculum, the only one of its kind in the City University of New York, develops an understanding of operational principles, service sequences, and diagnostic techniques for the automobile. Courses are offered during the day, evening, and weekend.

• Students who successfully complete the program receive an Associate in Applied Science (A.A.S) Degree in Automotive Technology and are prepared for a career as an automotive technician. They make around $16-$28/hour working in entry-level positions in various areas of the automotive industry, dealing with development, testing, diagnosis and service of mechanical, hydraulic, electrical and thermodynamic automotive systems. Typical job titles include: test technician, diagnostician, equipment sales and service specialist/representative, independent business administrator, dealership service manager, service writer, engine machinist, fuel injection, automatic transmission and engine management specialist, and general service technician.

STEP 2: Find out the cost of the program and make sure it’s a good fit for your wallet.

• Application Admissions Fee for New Students: $65.00

• Tuition, Fees, & Other Costs: $2,100 per semester (2013-14) (assuming full-time enrollment and on-time program completion) including a student activity/consolidated service fee ($77.00 per semester), a technology fee ($100.00 per semester) and books/supplies ($600 per semester).

STEP 3: Apply to the college and complete all college and program admissions requirements (ALL requirements MUST be completed before applying to the program).

• Submit an application and proof of a high school diploma or HSE.

• Complete additional enrollment requirements, including submitting a Financial Aid Application and an Immunization Form.

• Register — and it is strongly recommended that you attend the college’s orientation session.

CONGRATULATIONS – YOU’VE BEEN ACCEPTED INTO THE PROGRAM!

STEP 4: Successfully complete all courses and other program requirements. The 60-credit Automotive Technology A.A.S. Degree Program consists of the following courses:

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 10</td>
<td>Introduction to Automotive Technology</td>
<td>1</td>
</tr>
<tr>
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<td>ACS 14</td>
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<td>4</td>
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<tr>
<td>ACS 23</td>
<td>Heating and Air-Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>ACS 24</td>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 35</td>
<td>Alternate Fuel Technology OR (ACS 45) Diesel Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

SPECIALIZATION REQUIREMENTS

CORE REQUIREMENTS (17 credits total): ENG 10 or 11 – English Composition (3 credits); COMM 11 – Interpersonal Communication (3 credits); HIS 10 or 11 – The Modern World (3 credits); Physical Education activity course or Workplace First Aid Training (1 credit); CHM 11 - General Chemistry I or CHM 17- Fundamentals of General Chemistry (4 credits); and MHT 13 - Trigonometry & College Algebra (3 credits)

REQUIRED AREAS OF STUDY (13 credits total): PHY 21 - Physics for Engineering Technology (4 credits); ELC 15 - Computer Applications in Technology (2 credits); ART 10 - Art Survey or MUS 10 - Music Survey (1 credit); and humanities electives (6 credits)

CONGRATULATIONS – YOU’VE EARNED AN A.A.S. DEGREE IN AUTOMOTIVE TECHNOLOGY!

STEP 5 (Strongly recommended): Take a professional certification exam. This program prepares students to take the National Institute for Automotive Service Excellence (ASE) certification exam.

STEP 6: Use your credentials to start working as an automotive technician and/or continue your studies. Further training and education can lead to careers in technical education, engineering, insurance appraisal, accident investigation, and other specialties.
Moving on Up!: Grow Your Career and Your Paycheck

The sample career ladder below shows *one way* that you can move up in your career as an automotive service technician. It illustrates how you can advance from an entry-level position to positions with higher levels of pay, skill, and responsibility. Regardless of the path you take, it really pays to move up!

### Sample Career Ladder for an Automotive Service Technician

<table>
<thead>
<tr>
<th>STEP</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Automotive C Technician</td>
</tr>
<tr>
<td>2</td>
<td>Automotive B Technician</td>
</tr>
<tr>
<td>3</td>
<td>Automotive A Technician (Master)</td>
</tr>
<tr>
<td>4</td>
<td>Service Writer</td>
</tr>
<tr>
<td>5</td>
<td>Service Manager</td>
</tr>
</tbody>
</table>

### Occupations Requiring Similar Skills / Job Duties that You Also May Want to Explore

(Entry pay figures are based on New York State DOL data):

<table>
<thead>
<tr>
<th>Title</th>
<th>Typical education/training needed for an entry-level job</th>
<th>Typical annual entry pay in the NYC Region (2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle Mechanic</td>
<td>High school diploma/HSE and long-term on-the-job training</td>
<td>$30,810</td>
</tr>
<tr>
<td>Mobile Heavy Equipment Mechanic, Except Engines</td>
<td>High school diploma/HSE and long-term on-the-job training</td>
<td>$41,070</td>
</tr>
<tr>
<td>Bus and Truck Mechanic and Diesel Engine Specialist</td>
<td>High school diploma/HSE and long-term on-the-job training</td>
<td>$44,030</td>
</tr>
<tr>
<td>Aircraft Mechanic and Service Technician</td>
<td>Postsecondary certificate of completion</td>
<td>$48,600</td>
</tr>
</tbody>
</table>