

VEHICLE UPFITTER

DEFINITION

Under supervision, installs, maintains, and repairs electronics and other equipment in City vehicles.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Supervisor or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Incumbents perform upfitting installations as well as performing installation of electronic receiving and transmitting equipment on City vehicles.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Modifies and installs specialized equipment, accessories, and components on vehicles and machinery based on customer requirements or specifications.

Designs, fabricates, and installs mounting fixtures and compartments for specialized fleet vehicles; modifies existing equipment as needed.

Assists with troubleshooting and repairing breakdowns or malfunctions electronic equipment.

Maintains records work orders, vehicle and wiring schematics, and other related documents.

Enters data into, and retrieves information from computerized work order management systems.

Assists operators in the use of newly installed or modified equipment.

May design and fabricate simple electronic circuits.

Plans layout and installation of components and equipment.

Removes equipment from out-of-service or damaged vehicles.

Conducts pre-delivery inspections and ensures vehicles are in good working order.

Maintains a clean working area and assists with cleaning shop area, equipment, and tools.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vehicle and machinery systems including electrical, mechanical, and electronic components.

Vehicle wiring, fabrication, and vehicle modification techniques.

Skill/Ability to:

Operate electronic vehicle equipment such as light controllers, inverters, radios, vehicle safety devices and GPS systems.

Use tools and testing devices used in installing and servicing vehicle electronics, decals, and fixtures.

Safely operate a motor vehicle.

Perform initial tests for appropriate function in electronic equipment.

Read and understand plans, blueprints, and schematics of electronic equipment.

Communicate effectively both orally and in writing.

Operate standard office equipment, including computers, laptops, cell phones, handheld tablets, and various software applications.

MINIMUM QUALIFICATIONS

Education :

Possession of a high school diploma or equivalent GED completion.

Experience:

One (1) year of experience in vehicle modification, vehicle maintenance or repair, or the installation, maintenance, and repair of electronic, fabricated or infotainment systems equipment which requires knowledge of electrical wiring and design.

OR

Certification of completion of college level coursework in Automotive Technology or closely related course field from an accredited college, university, or training program as approved by the appointing authority.

Special Requirement(s):

Possession of a valid California Class C Driver's License is required at time of appointment and continued maintenance is required throughout the entire term of employment in this

classification.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential duties of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee works in an environment with automobiles, equipment, and machinery that could result in bodily harm to themselves, co-workers or others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File
Director of Personnel Services

DATE: 10/20/2025

JC:TB:AR: 1/25/08;

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Revised: EVG/C&C: 10/25/2025