

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VEHICLE AND EQUIPMENT MECHANIC

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, diagnose, repair and maintain a wide variety of large and small District vehicles and equipment including gasoline, diesel, and battery-powered equipment and small engines, develop and implement a preventive maintenance program for vehicles and equipment; prioritize repairs and the daily activities of the repair shop.

REPRESENTATIVE DUTIES:

Diagnose, repair and maintain grounds maintenance equipment, passenger vehicles, trucks, carts and other large and small diesel, battery and gasoline powered equipment. *E*

Prioritize repairs and daily activities of the repair shop; maintain shop area, equipment and tools in a safe, clean and orderly condition; purchase materials and spare parts as required; order fuel for district vehicles and equipment, monitor and evaluate fuel used. *E*

Develop and implement a preventive maintenance program for district equipment and vehicles; inspect trucks, autos and other mechanical equipment, maintain records of work performed, parts used and time required for each piece of machinery and equipment. *E*

Perform safety checks and inspections on District trucks, passenger vehicles and other mechanical equipment, adjust, repair and replace parts as necessary; assure vehicles meet state and local standards for public transportation and safety compliance; determine need for outside assistance in major repairs involving District-owned vehicles and equipment. *E*

Install and maintain police equipment on District security vehicles including light bars, intercom/PA systems, spot lights and sirens. *E*

Read and interpret schematics and diagrams; diagnose and repair defects in a variety of vehicles, power tools, mechanical equipment, and vehicle computers and computerized sensors, including but not limited to: repair and adjust engines, transmissions, differentials and clutches; repair and replace alternators, voltage regulators, batteries and electrical wiring; maintain airbags, deactivate and activate for vehicle maintenance; repair and maintain emission control components; repair and adjust valves, perform front-end alignment and repair; replace faulty components and parts as needed. *E*

Repair and maintain a wide variety of grounds equipment including mowers, edgers, tree chippers, aerators, sprayers, spreaders and blowers. *E*

Test and evaluate new equipment for operation, repair and maintenance; determine salvage of vehicles and equipment; order new equipment according to established procedures; maintain vendor lists, submit budget items and inventory. *E*

Perform welding, brazing, soldering and regular routine service on district owned machinery and equipment. *E*

Open and close District vehicle and equipment shop during normal hours.

Operate a variety of equipment and machinery, including but not limited to, computer diagnostic equipment, scopes, tire changing and balancing machines. *E*

Train and provide work direction to others as directed; instruct District personnel in proper use and general maintenance of vehicles and equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures, equipment, tools and materials used to diagnose, repair and maintain vehicles and equipment.
- DOT standards.
- Shop math applicable to vehicle maintenance.
- Basic record-keeping techniques.
- Health, state emissions, and safety regulations.
- Technical aspects of the field of specialty.

ABILITY TO:

- Diagnose, repair and maintain a variety of large and small District equipment and vehicles.
- Operate equipment used in the repair or servicing of vehicles and equipment.
- Read and use mechanical diagrams, repair manuals and parts catalogs.
- Maintain routine records.
- Prioritize and organize work.
- Work independently with little direction.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years journey-level experience in the maintenance, repair and overhaul of heavy and light gasoline, diesel and battery powered equipment and electrical systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Current EPA license to service automotive air conditioning.
May require successful completion of a Clean Air class.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Discloser:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Shop Environment:

Position requires heavy lifting and carrying objects weighing up to 50 pounds, bending at the waist, crouching, kneeling, reaching, pulling, pushing, dexterity of hands and fingers to operate equipment, seeing to observe needed repair, reading schematics and diagrams and driving to conduct work.

While performing the duties of this job, the employee is regularly exposed to a shop environment subject to working with diesel and gasoline powered equipment and noise from equipment operation. The employee is frequently exposed to moving mechanical parts, dirt, grease, solvents, paint, chemical cleaners, welding equipment, exhaust fumes and gasoline.