



## **MAINTENANCE MECHANIC-VEHICLES/ EQUIPMENT**

### **DEFINITION**

Under general supervision, diagnoses, repairs and maintains a variety of large and small gasoline, diesel, and battery-powered vehicles and equipment used in District fleet and maintenance operations; develops and implements a preventive maintenance program for District vehicles and equipment; prioritizes repairs and the daily activities of the repair shop; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification performs the full range of semi-skilled to skilled maintenance duties in support of the District's vehicles and equipment, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs semi-skilled to skilled tasks in the diagnosis, maintenance and repair of District vehicles and equipment including passenger vehicles, trucks, carts and other large and small diesel, battery and gasoline powered equipment.
- Prioritizes repairs and daily activities of the repair shop; maintains shop area, equipment, and tools in a safe, clean, and orderly condition; purchases materials and spare parts as required; orders fuel for District vehicles and equipment; monitors and evaluates fuel used.
- Assists in developing and implements a preventive maintenance program for District equipment and vehicles; inspects trucks, autos, and other mechanical equipment; maintains records of work performed, including maintenance time and parts used.
- Performs safety checks and inspections on District trucks, passenger vehicles and other mechanical equipment, adjusts, repairs, and replaces parts as necessary; assures vehicles meet State and local safety standards; identifies the need for outside assistance in major repairs involving District-owned vehicles and equipment, and obtains management approval for outsourcing these services.
- Reads and interprets schematics and diagrams; diagnoses and repairs defects in a variety of vehicles, power tools, and mechanical equipment; repairs, adjusts and/or replaces vehicle transmissions, differentials and clutches, alternators, voltage regulators, batteries, electrical wiring, airbags, emission control elements, valves, and related components; performs front- end alignment and repair tasks.
- Repairs and maintains a wide variety of grounds equipment including mowers, edgers, tree chippers, aerators, sprayers, spreaders, and blowers.
- Tests and evaluates new equipment for operation, repair, and maintenance; determines whether vehicles and equipment can be salvaged; orders new equipment according to established procedures; maintains vendor lists; monitors inventory levels; and submits budget items.

- Performs welding, brazing, soldering and regular routine service on District owned machinery and equipment.
- Opens and closes the District's vehicle and equipment shop.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Operates a variety of equipment and machinery, including but not limited to, computer diagnostic equipment, scopes, tire changing and balancing machines.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, procedures, equipment, tools, and materials used to repair and maintain vehicles and equipment.
- Operational characteristics of a diverse range of vehicles and equipment.
- Methods and techniques of using computerized and specialized equipment in the diagnosis of vehicle malfunctions including on-board systems and electronics.
- State and/or other mandated vehicle inspection program requirements.
- Principles and practices of preventive and corrective maintenance.
- Shop mathematics as it relates to maintenance operations.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of skilled maintenance tasks in the minor and major repairs of vehicle systems and components.
- Diagnose, repair, and maintain large and small District equipment and vehicles.
- Use a diverse range of tools to diagnose malfunctions in vehicles and equipment.
- Document and maintain records of all repairs, including those under warranty.
- Perform final operational tests to ensure quality of repairs and safely operate all vehicles and equipment.
- Perform welding and fabrication tasks.
- Read, interpret, and use mechanical diagrams, repair manuals and parts catalogs.
- Understand and follow oral and written directions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use software applications, and modern business equipment to perform a variety of work tasks.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in automotive technology or a related field.

**Experience:**

- Five (5) years of increasingly responsible experience in gas and diesel engine repair, light and heavy equipment repair, or preventative maintenance and repair.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid EPA Refrigerant Recovery certification, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining workspaces and around machines, to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job requires frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work areas. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 75 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, hazardous equipment/machinery, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.