

PALOMAR COMMUNITY COLLEGE DISTRICT

AUTO MECHANIC/MAINTENANCE LOCKSMITH

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of technical diagnoses involved in mechanical repairs to gasoline or diesel powered automotive and other power-driven equipment; to provide assistance in the maintenance and repair of locks, doors and accessories; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Building Services.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Inspect, diagnose and locate mechanical difficulties on District vehicles and a variety of diesel and gasoline powered maintenance and grounds equipment.
2. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts.
3. Tune up engines; replace ignition parts; clean and adjust carburetors; replace such components as generators, distributors, relays, lights and switches.
4. Diagnose and repair computerized control, ignition and cooling systems and power steering.
5. Repair, adjust and replace brake systems including disc, hydraulic and air brakes.
6. Perform preventive maintenance procedures on all assigned equipment; maintain and update records of preventive maintenance and repair work performed.
7. Assist in the installation, adjustment and repair of locks; cut new or duplicate keys using key cutting machines; re-key locks and install crash bar assemblies.

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8. Assist in the maintenance of pool pumps, compressors, filters and other pool equipment; estimate labor and material costs for pool maintenance operations; requisition, order and store chemicals.
9. Operate a variety of mechanical and technical equipment including, but not limited to, engine analyzers, battery tester, tire balancer, alternator tester and locksmith tools.

Marginal Functions:

1. Provide assistance in various other maintenance areas as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the overhaul, repair and maintenance of gas and diesel powered equipment.

Principles and procedures of preventive maintenance as applied to District vehicles and equipment.

Methods and procedures of routine engine tune ups.

Operation and maintenance of hydraulic components.

Proper methods, materials, tools and equipment used in locksmith work.

Basic methods and techniques of pool maintenance.

Principles and procedures of record keeping.

Occupational hazards and standard safety practices.

Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Ability to:

Perform a variety of mechanical repairs to gasoline or diesel powered automotive and power-driven equipment.

Inspect, diagnose and locate mechanical difficulties on District vehicles and equipment.

Use a variety of maintenance and mechanical repair tools and equipment.

Assist in the installation, adjustment and repair of locks.

Cut and make keys by hand and machine.

Maintain and update records of preventive maintenance and repair work performed.

Estimate labor and material costs for pool maintenance operations and requisition supplies.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

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

Experience:

Four years of experience performing of skilled automotive maintenance and repair work including some locksmith repair experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in automotive maintenance and repair.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Shop and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases potentially hazardous chemicals; work in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting; bending, stooping, kneeling, crawling; standing or waking for prolonged periods of time; operating motorized equipment and vehicles; near visual acuity for the performance of maintenance and mechanical repair functions.