



Classification Title: Vehicle and Equipment Mechanic

Department:	Building Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	26
Supervision Received From:	An Assigned Supervisor in Building Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	6/2021

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 by individual positions.

JOB SUMMARY.

Diagnoses, maintains and repairs a wide variety of diesel and gas-powered vehicles and equipment; operates a variety of hand, power and shop tools.

DISTINGUISHING CHARACTERISTICS.

Vehicle and Equipment Mechanic is a full journey-level class. An incumbent is responsible for maintaining, repairing and servicing a wide variety of motorized vehicles and equipment. The District's fleet contains passenger vans, automobiles, motorized utility carts and a variety of grounds equipment including generators, grinders, power washers, tractors and mowers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Inspects, diagnoses and performs repairs and overhauls to gasoline and diesel engines, involving inspection and replacement of broken or worn parts; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel injectors, spark plugs, starter motors, distributors, generators, computer controls, voltage regulators, wiring switches, batteries, radiators, thermostats and water pumps.
2. Diagnoses, repairs and adjusts steering mechanisms, shock absorbers, oil seals, clutches, wheel bearings and other parts; checks and aligns wheels.
3. Diagnoses, repairs and maintains vehicle and equipment air brakes, hydraulic systems and associated power take-off equipment; inspects, services and repairs air and hydraulic vehicle braking systems.
4. Repairs vehicle body and chassis parts, using hand and power tools.
5. Performs preventive maintenance on all District vehicles and equipment including tune-ups, checking and replenishing fluid levels, and replacing hoses, belts, batteries, wiper blades, bulbs and lamps; maintains records on maintenance and repair on all vehicles/equipment; maintains smog certifications.
6. Road tests vehicles; drives vehicles or equipment as required; inspects vehicles in the shop and field.
7. Reads and interprets manuals, drawings, blueprints, sketches and specifications; estimates labor, material and equipment required to complete assignments.

Marginal Functions:

1. Cleans shop and vehicle service areas and ensures supplies and equipment are maintained in an orderly condition; orders supplies and picks up parts and supplies as needed; makes arrangements to deliver and pick up vehicles as needed.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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 performing skilled automotive maintenance and repair work.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the maintenance and repair of diesel- and gasoline-powered vehicles and equipment.
2. Operation and maintenance of a wide variety of hand, power and shop tools and electronic diagnostic equipment relative to assigned areas of responsibility.
3. Fuel, ignition, electrical, cooling and lubrication systems used in power equipment.
4. Safe work methods and safety regulations pertaining to assigned areas of responsibility.\
5. Shop mathematics.
6. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Skill in:

1. Inspecting, diagnosing and repairing a wide variety of diesel- and gasoline-powered vehicles and maintenance equipment.
2. Operating and maintaining a wide variety of hand, power and shop tools and equipment relative to assigned areas of responsibility.
3. Estimating necessary materials and equipment to complete assignments.
4. Understanding and following oral and written instructions.
5. Exercising independent judgment and initiative without close supervision.
6. Preparing basic records and reports.
7. Reading and interpreting manuals, specifications and drawings.
8. Using shop mathematics to make calculations.
9. Following safe work methods and safety regulations pertaining to the work.
10. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

11. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls; to climb or balance, stoop, kneel, crouch or crawl, and to reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.