

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: LEAD VEHICLE AND EQUIPMENT MECHANIC**

#### **BASIC FUNCTION:**

Under the direction of the Maintenance Supervisor, prioritize, assign work and participate in the repair and maintenance of College vehicles and equipment including diesel, battery-powered, small engine equipment and natural gas vehicles; assist in performing other skilled maintenance duties as assigned.

#### **REPRESENTATIVE DUTIES:**

Prioritize, assign work and participate in the repair and maintenance of College vehicles and equipment including diesel, battery-powered and small engine equipment. *E*

Research parts and recommend for purchase; provide for proper parts inventory. *E*

Prepare various reports as requested. *E*

Repair and maintain lawn mowing equipment, maintenance equipment, carts, passenger vehicles, trucks, mowers and other large and small diesel and gasoline powered equipment. *E*

Perform preventive maintenance inspections of trucks, autos and other mechanical equipment. *E*

Overhaul maintenance equipment; perform minor body work on vehicles as needed. *E*

Perform safety checks, smog checks and inspections on District trucks, passenger vehicles and other mechanical equipment. *E*

Diagnose and repair mechanical defects in a variety of vehicles; inspect and diagnose mechanical malfunctions in a wide variety of power equipment, power tools and mechanical equipment. *E*

Repair and adjust engines, transmissions, differentials and clutches. *E*

Tune engines and carburetors; repair and adjust valves; replace, fit and adjust pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems. *E*

Repair and replace alternators, voltage regulators, batteries and electrical wiring. *E*

Adjust and line brakes, hydraulic brake system components. *E*

Maintain a variety of records and reports including records of work performed, parts used and time spent. *E*

Assist in performing other skilled maintenance duties and roof work as assigned. *E*

Maintain shop area, equipment and tools; obtain materials and spare parts as required. *E*

Operate a variety of tools and power equipment used in the repair or servicing of vehicles and equipment. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Record-keeping techniques.

Shop math applicable to vehicle maintenance.

Proper methods, materials, tools and equipment used in the vehicle maintenance trade.

Appropriate safety precautions and procedures.

**ABILITY TO:**

Diagnose mechanical and electrical defects.

Operate equipment used in repairing or servicing of vehicles.

Read and use mechanical diagrams, repair manuals and parts catalogues.

Maintain records and prepare reports.

Operate District vehicles and equipment.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Perform other skilled maintenance work as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: five years of training or experience at the journey-level in the mechanic trade.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and a safe driving record.

Obtain a valid forklift operators license within probationary period.

Valid State of California smog testing certificate within probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Shop environment.

Regular exposure to fumes, dust and odors.

Noise from equipment operation.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a variety of specialized hand and power tools.

Driving a vehicle to conduct work.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time.

Lifting heavy objects.

Bending at the waist.

Turning/twisting.

**HAZARDS:**

Toxic smoke and fumes from vehicle and equipment operation.

Working around and with machinery having moving parts.

Fumes from solvents.

Hazardous chemicals such as oil and antifreeze.