

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VEHICLE AND EQUIPMENT MECHANIC

SUMMARY DESCRIPTION

Under the direction of the Facilities and Fleet Maintenance Manager, performs a variety of skilled duties involved in minor and major repairs to and maintenance of District vehicles and equipment including gasoline, diesel, two-cycle, battery-powered, and small engine equipment; ensure vehicle compliance with applicable Department of Transportation, Environmental Protection Agency, and related rules, regulations, and guidelines; inspect, diagnose, overhaul, repair, and adjust engines, transmissions, and related vehicle systems and components; service and perform preventive maintenance duties on a variety of vehicles and equipment; and assist in performing other skilled maintenance duties as assigned.

This is a journey level classification that is expected to perform duties with minimal supervision and direction, and demonstrate strong technical knowledge and skills in diagnosing and resolving vehicle and equipment failures. Incumbents maintain current knowledge of changing vehicle and equipment systems and components; independently research problems to successfully diagnose and repair vehicle and equipment failure; and prioritize daily work schedule to most efficiently and effectively complete service orders.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Repair and maintain a variety of District vehicles and equipment including maintenance equipment, electric and gas powered passenger carts, passenger vehicles, trucks, mowers, and other two-cycle, battery-powered, and large and small diesel and gasoline powered equipment; schedule maintenance for vehicles and equipment as needed. **E**
2. Perform preventive maintenance inspections of electric and gas powered passenger carts, trucks, autos, and other mechanical equipment; perform safety checks, smog compliance , and inspections on District trucks, passenger vehicles, generators, and other mechanical equipment. **E**
3. Diagnose and repair mechanical defects in a variety of vehicles including computerized testing; inspect and diagnose mechanical malfunctions in a wide variety of power equipment, power tools, and mechanical equipment. **E**
4. Tune engines and carburetors; repair and adjust valves; clean, repair, fit, and replace carburetors, fuel pumps, fuel lines, gauges, and electrical wiring systems. **E**
5. Repair and replace alternators, voltage regulators, batteries, and electrical wiring. **E**
6. Overhaul, adjust, and line brakes and hydraulic brake system components; change and balance tires. **E**
7. Maintain and update a variety of records and reports including records of work performed, state and federal compliance records parts used, smog checks, and safety and preventative maintenance schedules; as requested, prepare reports using this information. **E**
8. Maintain shop area, equipment, and tools; clean and maintain assigned work area; obtain materials and spare parts as required. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Vehicle & Equipment Mechanic - *Continued*

9. Maintain repair parts inventory records; research parts and recommend for purchase; order parts, supplies, and equipment as necessary. **E**
10. Operate a variety of tools and power equipment used in the repair or servicing of vehicles and equipment. **E**
11. Overhaul maintenance equipment; perform minor bodywork on vehicles as needed. **E**
12. Overhaul, repair, and adjust engines, transmissions, differentials, and clutches as needed. **E**
13. Assist in performing other skilled maintenance duties as assigned. **E**
14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a vehicle and equipment maintenance and repair program.
Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of District equipment and vehicles including gasoline, diesel, two-cycle, battery-powered, and small engine equipment.
Methods and techniques of performing diagnostic troubleshooting services.
Principles and methods of preventive maintenance.
Operational characteristics of standard automotive equipment.
Technical aspects of field of specialty.
Principles and practices of record keeping.
Occupational hazards and standard safety practices.
Pertinent federal, state and local codes, laws and regulations.
Shop math applicable to vehicle maintenance.
Basic office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

Perform a variety of mechanic work in diagnosing, troubleshooting, and repairing vehicles, equipment, and components.
Safely and effectively operate a variety of equipment and power and hand tools used in heavy and light equipment and vehicle servicing and repair.
Accurately determine mechanical repair needs and estimate the cost and time of repairs; order and replace malfunctioning parts as needed.
Read and use mechanical diagrams, repair manuals, and parts catalogues.
Maintain records and reports related to work performed.
Operate District vehicles and equipment.
Understand and follow oral and written directions.
Operate computers and other electronic diagnostic and testing equipment and tools used to maintain and repair vehicles.
Operate office equipment including computers and supporting applications such as Mitchell on Demand or similar applications.
Maintain clean and orderly work areas.
Observe workplace health and safety regulations.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Vehicle & Equipment Mechanic - *Continued*

Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Prioritize work to efficiently complete work assignments and meet changing deadlines.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by specialized training in the repair and maintenance of gasoline, diesel, two-cycle, battery-powered, and small engine equipment and four years of training or experience at the journey-level in the mechanic trade.

LICENSE OR CERTIFICATE

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

Possession of, or ability to obtain within 3 months of hire, forklift, scissor lift, and boom lift operator certification is desirable

Possession of, or ability to obtain within 6 months of hire, a minimum of three ASE Automotive series Certifications is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, potentially hazardous chemicals, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Vehicle & Equipment Mechanic - *Continued*

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