



JOB TITLE: AUTO & EQUIPMENT MECHANIC

Classification: Classified
Salary Range: 37

Retirement Type: PERS*
Revised/Reallocated and Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of the Facilities, Planning and Services Administrator, repair and maintain College vehicles and equipment including gas, diesel, battery-powered and small engine equipment; assist in performing other skilled maintenance duties as assigned.

REPRESENTATIVE DUTIES:

Repair and maintain lawn mowing equipment, maintenance equipment, carts, emergency generators, passenger vehicles, trucks, grounds equipment and other large and small diesel and gasoline powered equipment.

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

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

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.

Overhaul maintenance equipment; repair and adjust engines, transmissions, differentials and clutches.

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; change tires, belts and hoses as required.

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

Adjust and replace brakes and hydraulic brake system components.

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

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

Assist in performing other skilled maintenance duties as assigned.

Locate and acquire parts used in mechanical activity.

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

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: four years of training and experience which demonstrates the journey-level skill in the assigned trade.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

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.

Abilities/Skills:

Diagnose mechanical and electrical defects.

Operate equipment used in repairing or servicing of vehicles.

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

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.

Lift objects weighing up to 75 pounds.

Work independently with little direction.

Perform other skilled maintenance work as assigned.

Licenses or Other Requirements:

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

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.