



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **AUTO AND EQUIPMENT MECHANIC**

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 69

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#### **DEFINITION**

To perform skilled maintenance and repair of motorized vehicles and equipment used in district operations; to maintain and operate the auto and equipment repair shops; and to assist other trades with maintenance projects as needed.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Auto and Equipment Mechanic class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Inspect, service, maintain, and repair a variety of automobiles, trucks, electric carts, and miscellaneous maintenance and support equipment, including tractors, mowers, rototillers, trailers, and emergency equipment such as police patrol vehicles.

Coordinate and maintain a preventive maintenance program for district vehicles, power-driven equipment, and related equipment and accessories; maintain appropriate maintenance records and reports.

Inspect, diagnose, and repair or replace a variety of mechanical and electrical automotive systems, including brakes, cooling systems, fuel systems, onboard computers, hydraulic systems, radiators, and tires.

Organize and review work orders to plan activities.

Assist with vehicle and equipment purchase; provide technical information regarding vehicle and equipment use and application.

Maintain the auto and equipment repair shop; maintain parts inventory; schedule and coordinate repairs with outside vendors when necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Tools, materials, and terminology used in the repair and maintenance of motorized equipment.

Safe work practices and procedures; applicable health and safety codes.

Electrical systems associated with a variety of vehicles and equipment.

Principles and practices of automotive maintenance and repair.

### **Ability to:**

Maintain and repair a wide variety of motorized vehicles and equipment.

On a continuous basis, know and understand maintenance activities and observe safety rules.

Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work;; perform simple and

power grasping, pushing, pulling, and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Diagnose and correct mechanical and electrical problems.

Utilize common hand and power tools as required to perform equipment maintenance operations.

Read manuals, parts lists, work orders, and invoices.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

### **Experience and Education**

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

#### **Experience:**

Two years of responsible skilled experience in automotive and motorized equipment repair.

#### **Education:**

Equivalent to the completion of the twelfth grade and related engine operations and repair courses.

### **License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

*EEO Category: Skilled Craft*

*Date Approved: July 1, 2017*