

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, repair and maintain College vehicles and equipment including gasoline, diesel, two-cycle, battery-powered and small engine equipment; assure vehicle compliance with applicable Department of Transportation and Environmental Protection Agency and related rules, regulations and guidelines; assist in performing other skilled maintenance duties as assigned.

REPRESENTATIVE DUTIES:

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

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

Overhaul, 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*

Overhaul, adjust and line brakes, hydraulic brake system components; change and balance tires. *E*

Maintain a variety of records and reports including records of work performed, parts used and time utilized, smog checks, safety and preventative maintenance schedules. *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*

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

Assist in performing other skilled maintenance duties as assigned.

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: four years of training or experience which demonstrates journey-level skill in the assigned trade.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.

Regular exposure to fumes, dust and odors.

Noise from equipment operation.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

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