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.

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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.

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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.