

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VEHICLE & EQUIPMENT MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, perform a variety of skilled duties involved in making minor and major repairs to and maintaining District vehicles and equipment; 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 maintain a variety of records and reports.

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 gasoline, diesel, battery powered, and small engine equipment; schedule maintenance for vehicles and equipment as needed.
2. Repair and maintain lawn mowing equipment, maintenance equipment, carts, passenger vehicles, trucks, forklifts, mowers, buses, tractors, electric carts, and/or other large and small electric, diesel and gasoline powered equipment.
3. Perform preventive maintenance inspections of trucks, autos, and other mechanical equipment; perform safety checks and other checks and inspections on District trucks, passenger vehicles, and other mechanical equipment.
4. 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.
5. Overhaul maintenance equipment; repair and adjust engines, transmissions, differentials, and clutches.
6. 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.
7. Repair and replace alternators, voltage regulators, batteries, and electrical wiring.
8. Adjust and line brakes and hydraulic brake system components.
9. Maintain and repair fences, gates, athletic equipment, and related systems and structures.
10. Maintain stock of supplies and parts; order supplies and parts; locate parts for equipment to be repaired from suppliers when not in stock.
11. Perform gas and arc welding and metal fabrication.
12. Maintain records for the mandatory inspection of commercial vehicles under the California Highway Patrol Biennial Inspection of Terminals (BIT) program.
13. Maintain gas and oil records monthly and submit to Accounting Office.
14. Assist with repairs of building equipment such as air compressors, refrigeration compressors, and fluid pumps.

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15. Operate trucks, garbage trucks, tractors, mowers, sweeper trucks, and/or other maintenance and grounds equipment as needed.
16. Maintain shop area, equipment, and tools; clean and maintain assigned work area.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a vehicle and equipment maintenance and repair program.
2. Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas and diesel powered equipment and vehicles.
3. Operation, repair, and maintenance of internal combustion engines and hydraulic equipment.
4. Maintenance and repair procedures.
5. Methods and techniques of performing diagnostic troubleshooting services.
6. Principles and methods of preventive maintenance.
7. Engine tune-up procedures.
8. Methods, materials, practices and tools of equipment repair.
9. Operational characteristics of standard automotive equipment.
10. Materials and supplies, as well as their sources, used for service and repair work.
11. Proper care and maintenance of instruments and tools used in the performance of assigned tasks.
12. Methods and techniques of gas and arc welding.
13. Basic mathematical principles.
14. Principles and practices of record keeping.
15. Occupational hazards and standard safety practices.
16. Pertinent federal, state, and local codes, laws and regulations.

Ability to:

1. Perform a variety of mechanical work in diagnosing, troubleshooting, and repairing vehicles, equipment, and components.
2. Diagnose mechanical and electrical defects.
3. Operate equipment used in repairing or servicing of vehicles.
4. Overhaul and rebuild engines.
5. Inspect, test and repair braking systems on all vehicles.
6. Fabricate metal parts.
7. Read and use mechanical diagrams, repair manuals, and parts catalogs.
8. Operate District vehicles and equipment.
9. Operate computers and other electronic diagnostic and testing equipment and tools used to maintain and repair vehicles.
10. Safely and effectively operate a variety of power and hand tools used in heavy and light equipment repair.
11. Accurately determine mechanical repair needs and estimate the cost and time of repairs; order and replace malfunctioning parts as needed.
12. Maintain clean and orderly work areas.

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13. Maintain records and reports related to work performed.
14. Ensure adherence to safe work practices and procedures.
15. Understand and follow oral and written directions.
16. Analyze situations accurately and adopt an effective course of action.
17. Work independently in the absence of supervision.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the repair and maintenance of gasoline and diesel powered vehicles and equipment.

Experience:

Three years of experience performing a full range of skilled maintenance and repair of gasoline and diesel powered vehicles and equipment.

License or Certificate:

Possession of a valid Class B driver's license with air brakes and passenger vehicle endorsement.

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; work 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.

4/30/74; 8/17/78; 3/6/79; 12/19/00;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Maintenance and Operations