



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
AUTOMOTIVE/EQUIPMENT MECHANIC	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: 2005/ 2006 Classification Review		Board Approved: 08/06

**JOB DESCRIPTION:**

Under general supervision, perform master journey-level work in the diagnostic, overhaul, adjustment, repair and maintenance of campus vehicles and equipment; complete metal fabrication and repairs as needed; act as lead worker to other classified staff in the area; and perform related work as required.

**SCOPE:**

The automotive mechanic/welder is responsible for the full range of automotive maintenance and repair needed to keep all District vehicles and equipment in good running condition, including gas, diesel and electrical engines. Incumbents in this classification typically inspect automotive, and/or farm equipment to determine necessary corrective action; perform diagnostic tests using engine analyzers; fabricate or modify equipment and various other metal structures.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. The following duties are listed both as trade specific and shared responsibilities.*

1. Diagnoses, repairs and overhauls engines, transmissions, components, electrical and fuel systems, etc. for various powered and rolling equipment such as, cars, trucks, and buses, farm equipment, and generators.
2. Performs tune ups, brake jobs and other preventative maintenance on cars, trucks, buses, and other powered rolling equipment; replaces common parts and makes adjustments.
3. Repairs mowers, tractors, and other small engines.
4. Designs, welds, and fabricates steel, aluminum and stainless steel fabricated projects using mig, tig, stick and gas.
5. Assists in the writing of specifications for acquisition of District vehicles.

**Shared Responsibilities:**

1. Maintains appropriate service and repair records.
2. Researches, purchases and inventories equipment parts, chemicals and supplies.
3. Responds to routine and emergency calls for repairs and service.
4. May train and direct the work of other classified staff in the area.
5. Assists and serves as back up to other Facilities employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Perform complex diagnostic procedures on all vehicle systems; determine appropriate maintenance and repairs; effectively use hand tools and automotive diagnostic equipment; interpret manufacturers' specifications; generate and keep government-mandated computer records and files; advise in the selection and ordering of District vehicles; advise in the selection and ordering of metal fabrications materials and supplies; weld using mig, tig, stick and gas; layout, position and complete projects from blueprints, sketches and verbal instructions; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; perform heavy physical labor; ability to work from plans and specifications; train and direct the work of other classified staff in the area; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Thorough knowledge of the theory and complexities of automotive technology, care and operation of internal combustion engines as well as electric hybrids, current repair methods, materials and tools; applicable state and federal requirements; all aspects of metal fabrication; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

### **MINIMUM QUALIFICATIONS:**

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

#### *Education:*

Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

#### *Experience:*

Four years as a journey-level mechanic in a commercial, industrial, or facilities operations setting.

### **PREFERRED:**

ASE certification as master mechanic; certified welder.  
Experience in metal fabrication (welding).

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Ability to stay current with the following: ABS brake systems, fuel management systems, automotive electrical training, and ASE certification Automotive Diagnostic. Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards.