

TITLE: Automotive/Equipment Mechanic

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, performs journey-level work in the diagnostic, overhaul, adjustment, repair, and maintenance of campus vehicles and equipment. Completes metal fabrication and repairs. Oversees automotive maintenance and repair needed to keep all District vehicles and equipment in optimal condition. Serves as lead worker to other classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Diagnoses, repairs, and overhauls engines, transmissions, electrical parts, fuel systems, and other vehicle components for various powered and rolling equipment such as cars, trucks, buses, farm equipment, and generators.
2. Performs maintenance and repairs, including fluid and belt changes, brake jobs, safety inspections, tire replacements, tune-ups, and damage repairs. Maintains complete vehicle maintenance logs and other repair documentation.
3. Inspects completed work for conformance with specifications, requirements, and compliance with applicable building and safety codes and regulations.
4. Responds to routine and emergency calls for repairs and service.
5. Researches, purchases and inventories equipment parts, chemicals and supplies. Assists in the writing of specifications for acquisition of District vehicles.
6. Designs, welds, and fabricates metal parts.
7. Assists other employees in Facilities Operations.
8. Ensures a secure, safe, and healthy environment for students and staff.
9. May supervise and direct the work of students employees.
10. May serves as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Automotive technology, care and operation of internal combustion engines, electric hybrids, current repair methods, materials, and tools.
2. Metal fabrication.
3. Methods and practices followed in the maintenance of tools, machinery, and equipment.
4. Safety precautions in the maintenance and installation of electronic and mechanical equipment.
5. Relevant local, state, and federal rules and regulations, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Operate and use required tools and equipment skillfully and safely.
2. Interpret manufacturers' specifications.
3. Maintain mandated records and files.
4. Read and comprehend plans and blueprints.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED and completion of an apprenticeship program required.

EXPERIENCE:

4+ years of experience as a journey-level mechanic in a commercial, industrial, or facilities operations setting, including experience in metal fabrication/welding.

OTHER REQUIREMENTS:

- 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.
- 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).