



## MECHANIC, SENIOR

SALARY GRADE: [C3-54](#)

### DEFINITION:

This is a skilled position at the journey level, involved in servicing, repairing and maintaining a variety of vehicles and operating equipment, both conventional and power driven. The employee uses appropriate tools, safety techniques, equipment and supplies in keeping the vehicles and fuel engine equipment of the District in a safe operating condition. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work in the automotive mechanic trade, but many also be assigned to assist other Plant Services personnel as needed.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

#### General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all local, state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general mechanic duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

#### Trade Responsibilities

#### **In addition to performing Journey level responsibilities, the position will be responsible for the following duties:**

1. Prepares reimbursement documentation and initiates process for payments of spare parts vendor invoices.
2. Maintains vehicle records and schedules maintenance and repairs.
3. Completes required reports.
4. Ensures compliance with HAZMAT regulations.

5. Ensures shop is stocked, cleaned, and in safe condition.
6. Responsible for annual maintenance schedules.
7. Oversees and schedules work for all apprentice and journey level workers assigned to area; assists in the hiring process.
8. Coordinates work effort of other shops to ensure prompt accomplishment of projects.
9. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.
10. Maintains equipment rooms, vehicles and tools.
11. Inspects new vehicles purchased by District.
12. Coordinates any vehicle revisions including outfitting and equipment.
13. Coordinates with Risk Management for insurance and registration requirements.
14. Performs maintenance on police vehicles equipped with specialized equipment.
15. Performs weekly inspections for campus-wide building generators, including maintaining logs and coordination with the Environmental Health & Safety Department.
16. Performs fuel tank inspections (above and below ground), attends specialized training and coordinates with the Environmental Health & Safety Department on regulatory inspections.
17. Maintains the SMOG program for the fleet.
18. Coordinates with all agencies and departments for recovered vehicles (accidents, theft, etc.).

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Methods of diagnosing, analyzing and repairing malfunctions of engines and auxiliary equipment.
2. Basic operations and the terminology used in automotive service and repair work.
3. Methods, materials, tools, safety practices and equipment used in the automotive mechanic trade.
4. Safety factors in the operation of equipment and materials.
5. Applicable safety codes, ordinances and regulations.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from manuals, vehicle manufacturers' information sheets, and electrical schematics.
4. Install, maintain, adjust, and check a variety of automotive equipment.
5. Analyze, diagnose, and troubleshoot and repair automotive malfunctions.
6. Maintain accurate records and reports on completed assignments.
7. Assign work to and oversee the work of Apprentices in the automotive mechanic trade.
8. Operate and maintain a variety of equipment and tools.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

### **Education**

Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

### **Experience**

Three years of experience in a comparable position.

### **License or Certification**

Certification: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

**WORKING CONDITIONS:****Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to dust particles, chemicals and fumes.
4. Includes travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008; Revised: February 2022