

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Vehicle Mechanic – II  
**Unit:** Maintenance & Operations

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**Job Code:** E1430  
**Original Date:** 01/1992  
**Last Revision:** 01/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 34

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### **DEFINITION**

Under the direction of the Facilities Services Supervisor-Equipment Repair, lead and perform major and minor maintenance and repair of automobiles, trucks, tractors, mowers and other light and heavy, gasoline, diesel, propane, electric, or compressed natural gas (CNG) power-driven equipment.

### **DISTINGUISHING CHARACTERISTICS**

This is the highest journey level position of the vehicle mechanic series performing more difficult and complex technical work and functioning as the lead person providing work direction, guidance and training to Vehicle Mechanic-I. Incumbents provide the highest level of expertise in the craft for the District, possessing a higher technical skill and responsibility in assuring that standard trade practice is followed.

### **EXAMPLE OF DUTIES**

1. Provide work direction and guidance to the Vehicle Mechanic-I and other helpers; assure that work performed is consistent with District standards by inspecting and accounting for all work completed by Vehicle Mechanic-I. Provide technical training to keep current with changing technologies and components. Provide information for performance appraisals.
2. Coordinate and maintain a program of preventive maintenance and repair of District-owned vehicles, power-driven equipment, related equipment and accessories; maintain schedules and records pertaining to preventive maintenance and vehicle replacement. Estimate, plan, schedule, and log all maintenance and repair using an electronic repair management system.
3. Diagnose, overhaul, repair and adjust engines of District owned vehicles, power-driven equipment, related equipment and accessories; operate motorized equipment in connection with repair, servicing and testing.
4. Maintain and operate the auto repair shop. Perform auto shop and vehicle safety inspections; identify safety hazards and make necessary adjustments and recommendations to assure shop safety and safe operating vehicles and equipment.
5. Inspect, diagnose and repair or replace a variety of mechanical and electrical automotive systems and equipment including; brakes, cooling, fuel, ignitions, lighting, exhaust, drive trains, transmissions, onboard computers, heating hydraulic systems, radiators, tires, doors and window mechanisms. May perform minor miscellaneous bodywork service/repair of wooden parts, stake sides of trucks, remove and replace glass and Plexiglas windshields, re-upholster or repair seat cushions.
6. Maintain repair parts inventory records; determine need to order parts and ordering parts and equipment as necessary. Prepare necessary paperwork and reports. Load and unload commercial delivery trucks as related to vehicle maintenance and repair. Perform other related duties in shipping/receiving area as required.
7. Schedule repairs with outside vendors as necessary; assure work is performed consistent with District standards.
8. Assist with new vehicle purchases. Provide technical information regarding vehicle use and application.

9. Maintain up-to-date education of current changes in technology on today's vehicles. Keep abreast of new technology as the technical complexity of vehicles are increasing with use of computers, memory chips, and airbags.
10. Operate motorized equipment, motor vehicles, and heavy equipment. Tow, load and unload vehicles and equipment in the performance of service calls.
11. May fabricate minor parts using machine shop horizontal lathe, vertical mill, shear, brake and drill press as required.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- All automotive systems.
- Basic office computer skills.
- Basic automotive body work including replacing wood, sanding, staining, sealing and painting, use of fiberglass, resins, plastics and metal materials.
- Current changes in technology of today's vehicles, including computers, memory chips, and airbags.
- Health and safety regulations.
- Operation and care of internal combustion engines and electrical motors.
- Repair and maintenance of chassis and body components.
- Safe maintenance and operation of a modern auto repair shop.
- Safe operation of machinery, equipment, and vehicles.
- Sophisticated computer systems in newer vehicles.
- Technical aspects of field of specialty.
- Tools, equipment and procedures used in the inspection, diagnosis, overhaul, repair and adjustment of power-driven equipment and vehicles.
- Use of SMAW, MIG, and TIG welding machinery shop equipment.

#### Skills and Abilities:

- Communicate effectively both orally and in writing.
- Diagnose and analyze problems with mechanical and electrical equipment.
- Establish and maintain effective working relationships with others.
- Maintain organized shop and repair schedules.
- Maintain safe shop operations and repairs.
- Make simple arithmetic calculations.
- Operate machinery, equipment, and vehicles.
- Remain current and up-to-date in automotive repair and maintenance technology.
- Understand and follow oral and written directions.
- Use shop tools and testing equipment such as: analyzers, brake lathe, and tire mounting equipment, safely and effectively.
- Weld with gas and electric.

#### License:

- Maintain CNG (Compressed Natural Gas) Cylinder inspector certification, EPA (Environmental Protection Agency) air conditioning refrigerant recovery /recycling certification.

#### Training and Experience:

- Any combination of training and experience equivalent to: seven years of recent, full-time paid experience in the repair of a variety of vehicles, trucks, small tractors and other power-driven equipment; advanced training and state certifications are highly desirable. One year of experience leading staff is desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category I

Environment:

Exposures to toxic fumes and heat. Subject to exposure to less desirable extremes.