

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Vehicle Mechanic – I

Unit: Maintenance & Operations

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Job Code: E1425
Original Date: 01/1992
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 31

DEFINITION

Under the direction of the Facilities Services Supervisor-Equipment Repair or Vehicle Mechanic-II, 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), flex fuel power-driven equipment.

DISTINGUISHING CHARACTERISTICS

This is the journey level position of the vehicle mechanic series. Incumbents perform semi-skilled to skilled work independently and assist the Vehicle Mechanic-II in the performance of skilled work as assigned. The more difficult or complex work is assigned to the Vehicle Mechanic-II who also functions as the lead person.

EXAMPLE OF DUTIES

1. Perform preventive maintenance and repair of District-owned vehicles, power-driven equipment, related equipment and accessories; maintain schedules and records pertaining to preventive maintenance.
2. Inspect, diagnose and repair or replace a variety of mechanical and electrical automotive systems and equipment such as brakes, cooling, fuel, ignitions, electrical, exhaust, drive trains, transmissions, heating and hydraulic systems; replace and repair 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. Maintain systems and equipment including heating, ventilation, air conditioning (HVAC), supplemental restraints/air bags, on-board computers, police emergency light bars/sirens, alternative fuels (compressed natural gas, flex-fuel, propane, electricity), diesel, gasoline, electric motors/batteries, tires, hydraulic control valves/cylinders, windows, brakes, cooling, ignition, lighting, exhaust engines, drive axles, transmissions, body work service/repair of wooden/metal parts using fiberglass, resins, stains or paints, remove and replace glass windshields, and re-upholster or repair upholstery. Fabricate minor parts using machine shop horizontal lathe, vertical mill, shear, brake and drill press.
3. Perform vehicle/equipment safety inspection; identify safety hazards and make necessary adjustments to assure safe operating vehicles and equipment. Operate/test drive vehicles in connection with repair servicing and testing. Perform roadside service calls.
4. Inspect, 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. Inspect, diagnose, repair, overhaul or replace a variety of mechanical electrical, hydraulic, pneumatic, and accessory systems on shop equipment, small engines, industrial carts, ride-on mowers/sweepers, automobiles, police vehicles, light duty trucks/vans, heavy duty trucks, and heavy equipment tractors, trailers, and forklifts.
5. Maintain repair parts inventory records; determine need to order parts and prepare necessary paperwork. Perform other related duties in shipping/receiving area as required. Determine need to schedule repairs with outside vendors as necessary; assure work is performed consistent with district standards.
6. Schedule repairs with outside vendors as necessary; assure work is performed consistent with District standards.

7. Provide work direction and guidance to helpers; assure that work performed is consistent with District standards.
8. Operate motorized equipment, motor vehicles, and heavy equipment. Tow, load and unload vehicles and heavy equipment in the performance of service calls. Load and unload commercial delivery vehicles as related to vehicle maintenance and repair.
9. May fabricate minor parts using machine shop horizontal lathe, vertical mill, shear, brake and drill press as required.
10. 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 airbag.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

All automotive systems (including but not limited to: (H.V.A.C), supplemental restraint systems (S.R.S.), on-board computer systems (O.B.D.), alternative fuel vehicles (C.N.G./Flex Fuel), and Police vehicle emergency audible and visual equipment.

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.

Maintain current and up-to-date in automotive repair and maintenance.

Operation and care of internal combustion engines and electrical motors.

Safe maintenance and operation of a modern auto repair shop.

Safe operation of machinery, equipment, and 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 S.M.A.W., M.I.G. AND T.I.G. 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.

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, tire changing equipment, safely and effectively.

Weld with gas and electric.

License:

Valid California driver's 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: five years of recent, full-time paid experience in the repair of a variety of vehicles, trucks, small tractors and other power-driven equipment; Associates Degree in Automotive Technology and/or advanced training and state certifications are highly desirable.

WORKING CONDITIONS

Physical Requirements:

Category I

Environment:

Subject to exposure to less desirable extremes. Exposure to exhaust fumes, solvents and heat. Exposure to vehicle traffic when performing roadside service calls.