

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Equipment and Vehicle Mechanic

Department: Maintenance

Location: District Office

Date: Jan. 26, 2022

POSITION PURPOSE

Under general supervision, the Equipment and Vehicle Mechanic performs journey level work in the repair and maintenance of the District automotive vehicles and grounds maintenance equipment. General supervision is provided by Maintenance Supervisor or assigned administrator. Technical or functional direction may be provided by higher level department personnel.

KEY DUTIES AND RESPONSIBILITIES:

1. Plan and schedule equipment and vehicle repair and preventive maintenance work to obtain maximum utilization and availability.
2. Service and tune-up District-owned vehicles such as golf carts, forklifts, automobiles, vans, trucks, diesel tractors, front-end loader, and aerial lift including such maintenance tasks as adjusting and replacing engine heads and gaskets, clutch assemblies, belts, radiator and heater hoses, batteries and electrical system components. May require training in handling some equipment that is used to apply pesticides.
3. Troubleshoot problems and perform necessary repairs which may include overhaul of air-cooled and gasoline engines, hydraulic, cooling systems, diesel and gasoline fuel systems and carburetors, generators and alternators, steering gear systems, both power and manual, and tune-ups on gasoline and diesel engines; use electronic diagnostic testing equipment.
4. Service and repair a variety of light duty commercial equipment such as rotary mowers, gang mowers, rototillers, turn renovators, and hydraulic shovels and lifts.
5. Maintain and repair electrical components, blades, reels, and other mechanical parts, change spark plugs, belts, chain linkage, batteries and oil; and lubricate equipment.
6. Rebuild, repair and adjust intake and output pumps for irrigation lake including pressure valves, flapper valves and mercury vapor switches.
7. Repair special equipment such as sirens, gun racks, extra lights and instrument panels; and perform arc and acetylene welding in making repairs to vehicles and fabrication of special equipment.
8. Order replacement parts and make recommendations as to cost of repairs; identify major repair needs, obtain estimates and recommend best alternatives to appropriate supervisor.
9. Repair body and fenders and do minor painting as required.
10. Assist in the development of specifications for new equipment.
11. May drive or operate equipment and vehicles as necessary.
12. Instruct, train and assist other employees in the safe and proper use of the equipment.
13. Make emergency road-side and field repairs or arrange for vehicle towing.
14. Perform other duties related to the job classification as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Mechanical and electrical components of light duty automotive and mechanical equipment;
2. Internal combustion engines, braking, transmissions, hydraulic, cooling and fuel system;
3. Methods, tools, materials and equipment used in the maintenance, repair, adjustment and modification of motor vehicles and related equipment; and
4. Basic welding, occupational hazards, and standard safety precautions.

Ability to:

1. Understand and carry out oral and written instructions.
2. Inspect vehicles and equipment, locate problems, estimate cost of repair and perform work as needed.
3. Service and maintain light duty automotive and mechanical equipment.
4. Read, write, and spell at a level necessary to keep records.
5. Carry out sustained physical activities and lift heavy objects.
6. Work at heights, in confined spaces and other adverse weather conditions.
7. Work effectively with others encountered in the course of work.
8. Make repairs in emergency situations.

Experience and Education:

1. Educational equivalent to the completion of the twelfth grade.
2. Two years of experience servicing and repairing light duty automotive and mechanical equipment similar to that utilized by the District.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

License Requirement:

1. Possession of a valid Class C California Driver's License.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.

2. Hazardous conditions.
3. May include travel to conduct work.

Physical Abilities:

1. Lift moderate to heavy objects up to 50 pounds.
2. Bend, stoop and perform tasks requiring physical agility and strength.

Board Approved: 2/12/2008, 9/8/2009; 1/25/2022 (license change)
Salary Range: 88
EEO Category: 2B6 – Maintenance/Skilled Crafts