



Small and Medium Duty Vehicle Mechanic

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution	Pages
778	Non-exempt	4 – Skilled Craft Workers	ATU	Grade 12	10-26-11	11-040	1 of 2

DEFINITION: Under general supervision; diagnoses, inspects, and changes or repairs defective parts and components, sub-components, and systems on the District's small and medium duty revenue and non-revenue vehicles.

REPORTS TO: An assigned Maintenance Supervisor, or Working Maintenance Supervisor.

REPRESENTATIVE FUNCTIONS include, but are not limited to the following:

- Diagnoses, examines, and investigates vehicles to determine causes of defective operation of all vehicle components, including engines, transmissions, differential units, alternators, pumps, suspension systems, radiators, injectors, brakes, steering systems, air conditioning systems, tires, and wheels.
- Determines proper course of action to facilitate vehicle repair, maintenance, adjustment, and component replacement.
- Performs major overhauls, and major tune-ups, as well as preventive maintenance.
- Repairs or replaces, and adjusts parts and components in all vehicle systems, including computer controlled components and systems
- Performs minor body work, such as the adjustment, repair or replacement of loose or missing trim pieces, handles or mirrors.
- Drives vehicles in order to diagnose component failure, make roadside repairs, or move disabled vehicles.
- Operates forklifts, overhead cranes, hydraulic lifts, hoists and jacks, as necessary to facilitate the repair of heavy components, such as engines or transmissions.
- Communicates, and consults with District staff from all departments, including Maintenance, and Materials.
- Performs related duties, as required.



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MINIMUM QUALIFICATIONS:

Knowledge Of: The theory, operation, and repair of diesel, gasoline, electric, and alternative fuel powered vehicles, including engines, transmissions, electronic and electrical components including ignitions, air-conditioning, differentials, steering and suspension, brake systems, and chassis and frame; principles and practices of advance automotive and light truck technology; industrial and shop safety rules, regulations, and procedures as applicable to a vehicle maintenance facility; and the basic equipment and tools used in the maintenance and repair of small and medium-duty vehicles.

Skill To: Effectively use and operate the tools and equipment required for the repair and maintenance of light cars and medium duty trucks and vans.

Ability To: Diagnose problems with vehicles, including the components and systems listed above under *Knowledge Of*; repair said components and systems effectively, skillfully, and in a timely manner under established deadlines; consistently follow industrial and shop safety rules; read and interpret technical manuals and schematics; read maps and locate disabled vehicles on the road; learn and effectively use a personal computer and the District's software system for inventory and parts; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently in an organized manner under supervision; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to completion of the 12th grade.

Experience: Five (5) years increasing responsible experience as a mechanic (at least one year at the journey level). ASE certified in automotive or equivalent.

Special Requirements:

1. Must be at least eighteen (18) years of age.
2. Must possess and maintain a valid California Class C Driver License, and meet the District's safe driving standards. May be required to obtain a California License Class B with "P" endorsement.
3. Must acquire or possess the tools necessary to perform the duties of the position, including pneumatic, measuring and hand tools, and a rollaway tool box.
4. Must be available to work five (5) consecutive days including Saturday and Sunday and/or holidays; as scheduled.
5. Must be available to work any one of three shifts – day, evening, or late; as scheduled.

Physical Requirements: Must possess the physical condition necessary to perform the following on a frequent or continual basis: stand, transport oneself from station to station in a large maintenance facility, safely access service bays, sit while reviewing or preparing work orders and other paperwork, bend, squat, stoop, turn, climb, kneel, twist, perform simple and power grasping, push, pull, perform fine hand and finger manipulations, safely lift and carry sit heavy objects weighing up to seventy (70) lbs. or use appropriate lifting equipment and techniques for heavier items.

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