

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Mechanic III**

**DEFINITION:**

To performs skilled and semi-skilled maintenance and repair of, trucks, vans, automobiles, school busses and other automotive equipment.

**DIVERSITY STATEMENT:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from other classes in the mechanic series in the following ways: The Mechanic I is the entry-level class in the series and has primary responsibility for making minor repairs and assisting the higher level mechanic staff in major repair work on automotive and other motorized equipment. The Mechanic II is the journey-level class in the series and receives the more technically complex mechanic assignment and performs technical skilled and semi-skilled repairs and maintenance on vehicles in the automotive fleet. The Mechanic III provides technical advice and leadership and may have additional administrative duties in the absence of the Fleet Services Supervisor, serves as the back up to the Fleet Services Supervisor and performs inspection and service on the County Office school buses. The Fleet Services Supervisor has the responsibility for repair and maintenance of all types of vehicles in the automotive fleet and organizes and leads of the work of all employees assigned to the fleet services unit.

**ESSENTIAL FUNCTIONS:**

Repair and maintain all County Office vehicles, including automobiles, buses, trucks, motor homes and vans.

Assists and participates in the inspection, troubleshooting, and/or overhauling of transmissions, electrical systems, cooling systems, valves, pistons, carburetors, etc..

Utilizes computerized equipment to perform diagnostic inspections.

Performs safety checks and inspections on vehicles, and maintains associated records.  
Uses a computer for recordkeeping, parts ordering, etc..  
Assists in scheduling vehicles for use by County Office staff.  
Renders on-call emergency road service.  
Participates in the technical training of other Fleet Services staff.  
Acts as garage head in the absence of Fleet Services Supervisor.  
Performs routine maintenance and custodial service around the shop and service area as required.  
Performs limited welding activities.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A California Class C driver license and proof of automobile insurance are required at the time of appointment. Employees must qualify for a valid California Class A Driver's License within six months of employment. A current Department of Motor Vehicles driving record of traffic citations and accident involvement, if any, must be submitted and updated annually.

**EDUCATION AND EXPERIENCE:**

Education, training, and experience which clearly demonstrates possession of the knowledge, skills, and abilities detailed above. An example of such experience would be: completion of vocational training in basic automotive mechanics and a minimum two years' experience in a centralized garage/transportation unit providing full services to fleet vehicles including cars, trucks, busses and motor homes.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

The methods, practices, materials, and tools used in automotive mechanics  
The operation and repair characteristics of a wide variety of motor vehicles  
Safety hazards and relevant precautions as they pertain to automotive servicing  
Gasoline, diesel, natural gas and hybrid engines and their operation  
The practices, methods, and tools used in the welding trade

**ABILITY TO:**

Effectively follow oral and written instructions  
Establish effective working relationships  
Diagnose and repair a wide variety of automotive equipment  
Use and care for the tools and equipment of the automotive and welding trades  
Work effectively independently and as part of a team with minimum supervision  
Organize and prioritize work

Exercise appropriate judgment in making decisions  
 Maintain confidentiality of information  
 Demonstrate attendance sufficient to complete the duties of the position as required  
 Complete routine tasks thoroughly, accurately and with attention to detail

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

This assignment spends time indoors and outdoors with the majority of time spent in an automotive repair shop environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, and on the telephone; kneel, stoop, crouch, crawl, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment and perform mechanical duties; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment.

**DISTINGUISHING CHARACTERISTICS:**

This work consists of complex, technical, semi-skilled and skilled tasks at the time of entry to the classification. Employees in this classification receive supervision within a framework of standard policies and procedures. Errors in work or judgment could result in unnecessary property and equipment damage, loss of time and money, and/or life-threatening safety hazards to employees and the public. It is distinguished from the classification of Mechanic I in that it receives the more technically complex mechanic assignments, provides technical advice and leadership and may have additional administrative duties in the absence of the Fleet Services Supervisor.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
10/2015	October 28, 2015	N/A	Non-Exempt	56

Re-established: 06/2023