



Job Description

POSITION CODE: 679
Classified Group: CSEA
Salary Range: 37
Work Days: 261
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POSITION TITLE: Lead Equipment Mechanic (M&O)

DEFINITION: Under general supervision, performs skilled mechanical repair work on automotive or other mechanical equipment. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Grounds Operation and Maintenance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of Equipment Mechanic (M&O) employees.
2. Ensures safety precautions are observed.
3. Conducts on-site surveys of work to be performed.
4. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
5. Coordinates with other shops and departments to complete work orders.
6. Inspects, maintains, and troubleshoots issues with department fuel pumps; coordinates repairs if needed.
7. Coordinates and conducts inspections as required by state, federal, and district regulations.
8. Maintains records for hazardous waste disposal including oil, tires, and coolant; creates reports as required by district regulations.
9. Tracks department gas cards and codes for district fuel pumps.
10. Inspects and diagnoses mechanical defects in trucks, rollers, mowers, tractors, and other mechanical equipment.
11. Utilizes computerized diagnostic system to identify defects.
12. Assembles and disassembles motors.
13. Replace components and parts as needed.
14. Reconditions and adjusts ignition and carburetor systems.
15. Repairs and adjusts air and hydraulic brakes.
16. Repairs generators, starters, lighting systems, wheel bearings, and fuel pumps.
17. Makes parts on a lathe when necessary.
18. Rebuilds and repairs small engines and power tools.
19. Performs lubrication, oil changing, battery maintenance, tire changing and other servicing of equipment.
20. Services vehicle air conditioning units.
21. Initiates, modifies, and closes work orders in automated system.
22. Makes service calls for emergency repairs.
23. Grinds valves.
24. Overhauls transmissions and differentials.
25. May do light body repair and touch-up painting and welding work as required.
26. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Two years of increasingly responsible experience in general automotive repair work, or any combination of education and experience which demonstrates ability to perform the duties of the position.

Licenses and Certificates:

- Valid California Class A Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license
- Must possess or attain an EPA Motor Vehicle Air Conditioning (MVAC) certification within 12 months of employment

Knowledge, Skills, and Abilities:

- Knowledge of the principles of internal combustion engines
- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions used in the repair and maintenance of motorized equipment
- Knowledge and skill in use of computers and assorted software programs
- Ability to diagnose mechanic difficulties
- Ability to use shop equipment and tools and to make major and minor repairs;
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Inspect documents and other written materials with fine print
- Move about schools and facilities to conduct work, including climbing, crawling, bending, stooping, working on knees, and remaining in a stationary position for extended periods of time
- Communicate to exchange information in person, with small groups, and/or on the telephone
- Operate tools and equipment requiring repetitive hand movement and fine coordination

Hazards:

- Work near moving mechanical parts
- Work in high, precarious places
- Exposure to fumes, airborne particles, flammable liquids, and toxic or caustic chemicals

Lead Equipment Mechanic (M&O)

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
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