

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

AUTOMOTIVE/EQUIPMENT MECHANIC LEAD Draft

Salary Range 22

BASIC FUNCTION:

Under the direction of the Campus Events Supervisor, provides lead duties in performing journey-level repairs and maintenance to maintain a variety of District vehicles and equipment; implements and maintain procedures for preventive maintenance on District vehicles, buses and commercial equipment. Provides work direction to motor pool staff in the absence of the Campus Events Supervisor. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provides lead duties in performing journey-level repairs and maintenance to maintain a variety of District vehicles and equipment.
- Assigns duties and provides work direction to assigned personnel and students assisting with the repair and maintenance of District vehicles and equipment; Provides work direction to motor pool staff in the absence of the Campus Events Supervisor. (E)
- Creates and implements preventative maintenance (PM) schedule program for all vehicles/equipment meeting original equipment manufacturer (O.E.M.) specifications. (E)
- Maintains inventory of vehicles, equipment, and tools. (E)
- Maintains and operates replacement program including research for replacements, obtaining purchase quotations; deactivates and prepares vehicles and equipment for auction. (E)
- Inspects vehicles to diagnose malfunctions and determines extent of repairs required. (E)
- Maintains, adjusts, and repairs automobiles, buses, tractors, forklifts, generators, power grounds maintenance equipment and automotive related equipment. (E)
- Diagnoses and repairs operating systems on electric powered vehicles. (E)
- Ensures buses conform with the California Highway Patrol standards for passenger vehicles; conducts periodic mechanical safety inspections as mandated by law; completes and maintains required maintenance records; schedules vehicles for emissions testing. (E)
- Cleans, repairs, and replaces carburetors, fuel pumps, fuel lines, strainers, gas tanks and gauges. (E)
- Researches and evaluates products for best sources; recommends purchase of selected parts, materials, and equipment. (E)
- Prepares and maintains work and purchase orders, records and reports related to vehicle maintenance. (E)
- Recharges batteries; repairs and replaces radiators, water pumps and hoses. (E)
- Repairs and replaces components such as generators, alternators, distributors, relays, lights and switches. (E)
- Inspects, relines, and adjust brakes. (E)
- Performs basic machine shop work related to mechanical repairs; assists in designing and constructing special maintenance equipment. (E)
- Repairs and adjusts engines, transmissions, differentials and clutches; performs engine tune-ups. (E)
- Wires and reconditions electrical systems; adjusts spark plugs; tests and repairs starters and magnetos. (E)
- Operates and maintains a variety of equipment, machinery, and hand and power tools including hydraulic lift jacks, timing lights, bearing puller, press, gauges, meters, soldering and welding equipment. (E)
- Trains facilities and campus staff on the manufactures instructions in the proper use of the vehicles and equipment. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by completion of a designated automotive apprenticeship program and three years journey-level experience in vehicle maintenance.

LICENSES AND OTHER REQUIREMENTS:

ASE Certification

Valid California driver's license.

Possess or qualify for a valid Forklift Certificate within one year.

KNOWLEDGE OF:

Automotive, truck and small engine repair and maintenance procedures.

Laws, rules and regulations related to the operation and maintenance of the District fleet.

Vehicle emissions regulations.

Basic vehicle codes.

Safe operation and maintenance of standard tools and equipment.

Health and safety practices, regulations and procedures.

Basic mathematics.

Record-keeping techniques.

ABILITY TO:

Perform journey-level repair and maintenance to maintain a variety of District vehicles and equipment.

Perform duties independently or as a member of a crew.

Estimate adequate amounts of time, labor and materials.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Diagnose and perform repairs according to individual equipment applications and needs.

Read and interpret schematics and diagrams.

Observe health and safety regulations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides lead work direction to Automotive/Equipment Mechanics, hourly's and student workers and other staff as appropriate.

CONTACTS: Co-workers, other departmental staff, vendors, government agencies.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate specialized tools and equipment.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Heavy physical labor.

Dexterity of hands and fingers to operate a computer keyboard.

WORKING CONDITIONS:

Shop conditions.

Driving a vehicle to conduct work.