

## **MECHANIC**

### **DEFINITION**

Under direction, performs skilled trades work as an equipment mechanic; repairs, overhauls and maintains buses, passenger vehicles, heavy duty trucks, tractors, fork lifts, electric carts, trailers, mowers, polishers, scrubbers and a variety of other gasoline, diesel and electric powered/motorized equipment; communicates with facilities, grounds and other maintenance staff to facilitate coordination of the work; maintains records related to work performed; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a full-working level, skilled equipment mechanic class within the Yosemite Community College District (YCCD). Incumbents in this class utilize specialized skills that have generally been obtained through technical education and/or substantial on-the-job experience.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a supervisor or manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

Incumbents do not directly or indirectly lead or supervise other full-time employees, though they may occasionally direct, train, and/or instruct subordinate employees on a project or assignment basis.

### **ESSENTIAL DUTIES**

- Repairs mechanical defects on a variety of gasoline, diesel and electric powered vehicles including buses, trucks, passenger vehicles, heavy duty trucks, tractors, fork lifts, golf carts and other equipment.
- Repairs mechanical defects on small motorized equipment including mowers, blowers, chippers, saws, polishers, scrubbers and other machines.
- Inspects and diagnoses equipment to identify malfunctions; observes, listens and determines mechanical defects;
- Rebuilds, replaces or overhauls engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetion systems, electrical systems and other mechanical assemblies.
- Performs engine tune ups and ignition system adjustments.
- Inspects, adjusts and relines brakes within specified guidelines.
- Utilizes a variety of hand tools, diagnostic equipment and mechanical aides in the repair, adjustment and maintenance of motorized equipment.
- Receives and reviews mechanical repair requests; plans and lays out the mechanical service work tasks; estimates time and material costs for repair and/or maintenance activities; establishes project completion time lines.
- Utilizes electric and gas welding equipment to repair and fabricate parts.
- Responds to emergency roadside service needs.

- Road tests equipment to ensure that malfunctions have been corrected.
- Monitors supply and equipment inventories and recommends/requisitions purchases.
- Maintains a variety of records including those related to preventive maintenance and service performed; prepares operational reports as assigned.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is performed in both an indoor and outdoor environment. Duties may require some exposure to hot, cold, wet, humid, or windy conditions caused by weather, as well as exposure to potentially hazardous chemicals, noise, dust and fumes.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Knowledge of:**

- Principles, methods, materials, tools and equipment used in the maintenance and repair of a variety of light and heavy-duty gasoline and diesel-powered motorized vehicles and equipment.
- Principles and theories of the internal combustion engine.
- Legal mandates, policies, regulations and guidelines pertaining to the repair, overhaul and maintenance of pupil transportation and automotive equipment.
- Safe working methods and procedures.

#### **Ability to:**

- Diagnose and locate mechanical and electrical malfunctions and defects.
- Perform skilled and specialized journey level gasoline and diesel-powered motorized equipment repair, overhaul and maintenance functions.
- Operate a variety of equipment in the repair, overhaul and maintenance of gasoline and diesel-powered motorized vehicles and equipment.
- Interpret mechanical, electrical and other schematics and diagrams.
- Drive a service vehicle to and from work sites.
- Maintain records and files, and be able to prepare complete and concise reports.
- Occasionally coordinate the work of mechanical service personnel.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

#### **Licenses and Certificates:**

- A valid California Class B driver's license with a passenger endorsement is required.

#### **Physical and Mental Standards:**

- **Mobility:** ability to bend, stoop, and crawl under and around equipment; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read labels and documents, computer screens and do close-up mechanical work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a High School diploma or GED.
- Experience: Four years performing skilled, journey-level duties as a mechanic that included responsibility for maintaining and repairing a wide variety of large and small vehicles and equipment.
- Substitution: Completion of an approved vocational training course in automotive or other mechanics may substitute for one of the above-required years of experience.

**Special Requirements:**

- None

Class Adopted: 03/01/09  
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