



## **West Valley - Mission**

Community College District

### **Class Specification**

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## **Senior Auto and Equipment Mechanic**

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 70

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### **Definition**

To perform skilled tasks requiring specialized knowledge in the repair and maintenance of motorized vehicles and equipment used in the district operations; to maintain and operate the auto and equipment repair shops; oversee and maintain the electronic fleet management software; to assist other trades with maintenance projects as needed; and provide administrative support to an assigned supervisor.

### **Distinguishing Characteristics**

This is the advanced journey level in the Auto and Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including the performance of more complex skilled maintenance projects, and providing work direction to assigned staff on specific projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **Supervision Received and Exercised**

Receives general direction from an assigned supervisor; gives technical oversight to other skilled trades as it relates to equipment; and exercises authority to remove vehicles or equipment from use as it relates to safety

### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Provide directions and training to maintenance staff assisting with vehicles and equipment.
- Perform skilled maintenance work related to installing, testing, repairing, and maintaining vehicles and equipment.
- Provide assignments and training to maintenance staff related to the use of vehicles and equipment.
- Inspect, service, maintain, and repair a variety of automobiles, trucks, electric carts, and miscellaneous support equipment, including, but not limited to, hand tools, tractors, mowers, rototillers, trailers, sports field maintenance equipment and emergency equipment such as police patrol vehicles.
- Coordinate and maintain a preventative maintenance program for district vehicles, power-driven equipment, and related equipment and accessories; maintain appropriate maintenance records and reports; act as the key operator for the districtwide electronic fleet management system.

- Inspect, diagnose, and repair or replace a variety of mechanical and electrical automotive systems, including brakes, cooling systems, fuel systems, onboard computers, hydraulic systems, radiators, and tires.
- Organize, prioritize, and review work orders to plan activities.
- Assist with vehicle and equipment purchases; provide technical information regarding vehicle equipment use and application; gather feedback from staff on vehicle and equipment replacement options; coordinate proposals with vendors; make recommendations for new equipment to management.
- Maintain the auto and equipment repairs shops at each campus; maintain a parts inventory; schedule and coordinate repairs with outside vendors and application; coordinate with management and administrative staff for purchase orders, payments, and budget.
- Work in association with any of the other crafts (carpentry, mechanical, plumbing, IT/IS, HVAC, etc.) when conditions, schedule, or workload warrants or as directed by management.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform other duties as assigned.

## **Minimum Qualifications**

### **Knowledge of**

- Standard practices, methods, terminology, materials, and tools used in the repair and maintenance of motorized equipment.
- Safe work practices and procedures; applicable health and safety codes.
- Electrical systems associated with a variety of vehicles and equipment.
- Principles and practices of automotive maintenance and repair.
- Vehicle regulations in the state of California and county of Santa Clara.
- Fueling systems for vehicles and equipment.

### **Ability to**

- Perform the most complex duties related to maintenance tasks for motorized vehicles and equipment.
- Provide work direction to assigned staff and effectively train staff.
- Safely and efficiently utilize tools and maintenance equipment commonly used in vehicular and motorized equipment repairs.
- Diagnose, repair and maintain mechanical and electrical systems in vehicles and motorized equipment.
- Read and understand manuals, part lists, work orders, invoices, specifications, and diagrams.
- Perform basic arithmetic operations.
- Prepare estimates for materials and labor required for repairs.
- On a continuous basis, know and understand maintenance activities and observe safety rules.
- Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment or vehicle; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

## **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience**

Two years of responsible journey level skilled auto mechanic experience similar to Automotive and Equipment Mechanic with the West Valley-Mission Community College District.

### **Education**

Equivalent to the completion of twelfth grade supplemented by course work in engine operations and repair courses.

*EEO Category: Skilled Craft*

*Approved Date: August 14, 2024*