



VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION

Under the direction of an assigned supervisor, the Vehicle and Equipment Mechanic performs a variety of skilled and technical duties to maintain, diagnose, and repair a variety of large and small vehicles and equipment, including those powered by gasoline, diesel, and batteries.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform the full range of skilled and journey-level duties involved in vehicle and equipment maintenance and repair.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Maintain, diagnose, and repair District vehicles such as autos, trucks, buses, golf carts, and other transportation equipment. Perform vehicle maintenance on brakes, transmissions, differentials, clutches, tires, alignments, electrical systems and components, carburetors, pumps and motors, and other general mechanical components and systems. Fabricate and install parts as needed.
2. Maintain, diagnose, and repair District equipment and power tools, generators, emergency lighting systems, and other electromechanical tools and equipment.
3. Develop, implement, and maintain a preventative maintenance schedule for vehicles, power tools and equipment including component testing and replacement.
4. Operate, use, clean, maintain, and repair equipment, machinery and tools. Maintain shop area and equipment in a safe, clean, and orderly manner.
5. Inspect vehicles and equipment ensuring safe and reliable operation. Ensure vehicles and other monitored equipment meet State and local requirements and standards for transportation, safety, and other intended use. Report and or mitigate safety hazards.

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6. Perform welding, brazing, soldering, and other skilled duties on District equipment and machinery as assigned.

7. Maintain reports and logs, inventories, and maintenance and service records. Ensure adequate parts, materials, supplies, and equipment are ordered and stocked.

7.8. Supports operation and maintenance of the college's fueling station when required and facilitates the handling of hazardous waste, ensuring adherence to environmental and safety regulations.

8.9. Recommend and oversee outside assistance on major repairs as appropriate.

9.10. Perform job-related duties as assigned.

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QUALIFICATIONS

Knowledge Of:

- Vehicle and electromechanical equipment maintenance and repair.
- Equipment and tools used for maintenance and repair of vehicles and equipment.
- State motor vehicle safety and operation regulations.
- Handling hazardous material and the use of personal protective equipment.

Skills and Abilities To:

- Perform vehicle and equipment maintenance and repairs according to established procedures and standards.
- Read and understand schematics, wiring diagrams, mechanical diagrams, operating manuals, and repair manuals.
- Operate maintenance and repair equipment and tools.
- Gather, report, and maintain routine records.
- Work cooperatively with others.
- Understand and follow written and oral direction.
- Work independently with minimal supervision while meeting established deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

High school graduation or equivalent and three (3) years of journey-level experience in gas, diesel, and electric vehicle maintenance and repair or related field.

Certificates, Licenses, Special Requirements:

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California driver's license and the ability to maintain insurability under the district's vehicle insurance program. Hold or obtain within six (6) months of employment the Environmental Protection Agency (EPA) air conditioning refrigerant recovery /recycling certification. Must possess current certifications for forklift and manlift operation.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Vehicle maintenance workshop and outdoors. Exposure to fumes, chemicals, dust, dirt, and other contaminants is common. Exposure to elevated noise levels during operating equipment and power tools.

Physical Demands:

Perform work while standing, sitting, and walking; reaching and stretching with the arms; and grasping, holding, reaching and twisting with the hands. Lifting, moving, and carrying up to 50 pounds. Stooping, bending, kneeling, and reaching frequently.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work independently within established procedures.