

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Vehicle & Equipment Mechanic Coordinator	Range:	41
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for overseeing the daily operations of an auto shop and performing skilled duties in the maintenance and repair of vehicles, grounds equipment and other mechanical equipment.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Oversees shop activities and assures proper maintenance of shop area, equipment and tools; requisitions parts, supplies and equipment as required for shop operations and activities; obtains materials and spare parts as necessary; assists with the procurement of District vehicles.
2.	Coordinates department's efforts with faculty, staff and administration; arranges schedules for repairs to vehicles, grounds equipment and emergency generators.
3.	Diagnoses, repairs and maintains motorized vehicles and equipment including trucks, automobiles, mowers, tractors, forklifts, sweepers, sprayers, chain saws, and electric carts and other mechanical equipment.
4.	Diagnoses, repairs and maintains hydraulic systems on grounds and operations equipment; repairs grounds equipment used in spraying herbicides and pesticides.
5.	Performs safety checks and inspections on District trucks, passenger vehicles and other equipment, prepares vehicle inspection reports as required. Mounts, balances and repairs various tires and wheels.
6.	Performs preventive maintenance inspection of trucks, autos and other mechanical equipment; inspects engines, transmissions and clutches; maintains fleet vehicles and equipment.
7.	Repairs and adjusts engines; repairs and replaces parts as necessary; performs major and minor tune-ups; performs welding, glass work and minor body work on vehicles as needed.
8.	Operates, maintains, and repairs a variety of tools and power equipment used in the repair, servicing and testing of vehicles and equipment.
9.	Responds to service calls for emergency repair as required; performs preventive maintenance on campus emergency generators and air compressors as necessary.
10.	Maintains accurate records of preventative maintenance, vehicle ownership certificates and inventory; prepares and maintains other records as directed.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Vehicle & Equipment Mechanic Coordinator maintains frequent contact with various District departments and personnel, and outside vendors.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum three (3) years journey-level experience in the maintenance and repair of automotive vehicles and equipment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the methods, equipment and materials used in vehicle and equipment repair and maintenance  
Knowledge of the appropriate safety precautions and procedures  
Knowledge of state emission and safety regulations  
Knowledge of record keeping techniques  
Ability to perform skilled duties in the maintenance and repair of vehicles and mechanical equipment  
Ability to diagnose mechanical and electrical defects  
Ability to read and use mechanical diagrams  
Ability to make arithmetic calculations quickly and accurately  
Ability to plan, organize and prioritize work and make decisions under pressure  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**TRAINING REQUIREMENTS**

Asbestos Awareness (2 hours)  
Hazard Communication  
Hearing Conservation  
Industrial Truck/Forklift Certification  
Utility Cart Certification

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**WORKING CONDITIONS**

District vehicle and equipment shop environment; subject to fumes and heavy lifting (up to 70 pounds unassisted); bending and standing; frequent exposure to hazardous chemicals and materials.

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