

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
JOB DESCRIPTION	

Job Title:	Vehicle & Equipment Mechanic	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing skilled duties in the maintenance and repair of District vehicles, grounds equipment and other mechanical equipment.

ESSENTIAL FUNCTIONS

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

1.	Diagnoses, services, repairs and maintains motorized vehicles and equipment including trucks, automobiles, mowers, tractors, forklifts, sweepers, sprayers, chain saws, and electric carts.
2.	Performs safety checks and inspections on District trucks, passenger vehicles and other equipment, prepares vehicle inspection reports as required.
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 preventive maintenance inspection of trucks, autos and other mechanical equipment; inspects engines, transmissions and clutches.
6.	Repairs and adjusts engines; repairs and replaces parts as necessary; performs major and minor tune-ups; performs welding and minor body work on vehicles as needed.
7.	Operates, maintains, and repairs a variety of tools and power equipment used in the repair, servicing and testing of vehicles and equipment.
8.	Maintains shop area, equipment and tools; orders parts and supplies and obtains materials and spare parts according to established procedures.
9.	Responds to service calls for emergency repair as required; performs preventive maintenance on campus emergency generators and air compressors as necessary.
10.	Completes records pertaining to periodic maintenance sheets, purchase orders, state emissions inspections, etc.
11.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Asbestos Awareness (2 hours)

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Hazard Communication
Hearing Conservation
Industrial Truck/Forklift Certification
Utility Cart Certification

WORKING CONDITIONS

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