

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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.	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.
14.	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

### 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

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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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