

AUTOMOTIVE MECHANIC

CLASS SUMMARY

Under general supervision determines replacement of District vehicles; develops and controls annual department budget; develops and maintains appropriate purchasing and inventory procedures; services and maintains automobiles, trucks, grounds or other motorized equipment; performs automotive lubrication and service work; performs related duties as required.

REPRESENTATIVE DUTIES

Establishes and maintains working relationships with agencies used for maintenance and purchase of vehicles; determines the replacement of District vehicles as necessary and provides specifications for purchase of replacements; develops and controls annual department budget; develops and maintains appropriate purchasing, inventory and maintenance procedures, and related records; schedules annual safety check of all district vehicles with Highway Patrol Department; schedules vehicles for major repairs by off campus contractors; services and maintains District vehicles, including automobiles, trucks, motorcycles, battery carts and grounds and garden motorized equipment; lubricates all types of motorized equipment; tunes-up vehicles; replaces fuses, light bulbs, headlamps, fan belts, heater hoses, radiator hoses, alternators and carburetors; makes road tests; checks and repairs brake and wheel cylinders; checks for tire wear and rotates tires; installs new cutting blades on mowers and edgers as necessary; cleans and washes automotive equipment; changes batteries and repairs rheostats on electric carts; maintains gasoline records on each vehicle.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator/supervisor. Major mechanical repairs, such as motor overhauls and transmission repairs, are contracted with outside vendors.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to two years of skilled experience in the repair and service of motorized equipment.

Knowledge and Abilities

Knowledge of: mechanical parts of motorized equipment; lubrications procedures of tire repair, tools, equipment and procedures used in the repair and maintenance of automotive equipment; mechanical aptitude; budget process; basic record-keeping and inventory procedures.

License: valid California Motor Vehicle Operator's license.