

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.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

High school diploma or GED
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

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Asbestos Awareness (2 hours)
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); bending and standing; frequent exposure to hazardous chemicals and materials.
