

**LEAD VEHICLE AND EQUIPMENT MECHANIC**

| **Reports to:** | Director, Facilities |  |  |
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| **Dept:** | Facilities | **Range:** | 28 |
| **FLSA:** | Nonexempt | **EEO:** | Skilled Craft |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, lead and participate in the mechanical maintenance of the district’s fleet and equipment; diagnose, repair and maintain vehicles, devices and related equipment for transportation, grounds, custodial, maintenance and law enforcement; plan and coordinate a preventative mainten­ance program; provide recommenda­tions for developing and purchasing of resources including offsite vendors, contracts, warran­ties, services, equipment, vehicles and repairs; perform recordkeeping in support of garage main­tenance operations; ensure mainten­ance records, safety checks, inspections and vehicle documentation are maintained and compliant; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Participate in selecting, training and providing day-to-day lead work direction to other staff; assign and monitor work for completeness, accuracy and conformance with district, depart­ment and legal/regulatory requirements and standards; monitor work flow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district’s mission goals and values.
2. Monitor, diagnose and perform advanced journey-level repair and maintenance including the following: repair and adjust engines, transmissions, differentials, clutches and steering systems; tune engines and valves, replace, fit and adjust pistons, rings and bearings; clean, repair and replace fuel systems, batteries, alternators and electrical systems; rebuild, adjust, align and replace standard and hydraulic braking systems and components; perform weld­ing, brazing, soldering and regular routine service on district-owned tractors, machinery and equipment; diagnose a variety of vehicle computers and computerized sensors; replace faulty compon­ents and parts as needed.
3. Schedule the maintenance and repair of district trucks, passenger vehicles, police vehicles and other mechanical equipment; evaluate cost and appropriateness of preventative main­tenance processes where warranted; inspect equipment and review maintenance schedule to determine work required; monitor manufacturer service bulletins and safety recalls; initiate repair and preventative maintenance work orders; evaluate the cost effective­ness of outside maintenance and repair services; coordinate repairs with vendors and oversee the purchase order process; review service requests and assign work to be performed; test drive and perform safety inspections on all district vehicles; ensure all repairs have been completed and meet state and local standards for public transportation and safety compliance.
4. Prepare specifications and make final recommendations for the purchase, sale and disposal of new and used vehicles and equipment; maintain spread­sheet of asset life cycles and identify vehicles and equipment ready for replacement; initiate comparisons including cost of purchase, maintenance and repair; research, evaluate and oversee the assembling of special­ized components for campus police vehicles and ensure they are compliant with regulations; assist in the sale or disposal of assets.
5. Maintain smog certificates; repair and maintain emission control components; submit smog certifications in compliance with annual transmittals to the Bureau of Auto­motive Repair.
6. Coordinate and schedule fuel deliveries for district vehicles and equipment; monitor and evaluate fuel usage; maintain fuel delivery devices; schedule and oversee ongoing annual and periodic compliance, maintenance and testing of fuel-dispensing station and correct any non-compliant findings; monitor and interpret Air Pollution Control District and California Air Resources Board rules and regulations to ensure the district is compliant with upgrades and audited records.
7. Oversee the disposal of hazardous waste solvents, used oil filters and anti-freeze; ensure the collection of material safety data sheets and the appropriate labeling of hazardous materials; maintain and implement hazardous waste plan for spills, fire and explosions; track hazardous materials to ensure compliance with federal, state and local regulations.
8. Maintain shop area, equipment and tools in a safe, clean and orderly condition; organize storage of equipment and vehicles in the facilities yard including parts inventory, tool storage, equipment placement and overnight cart parking.
9. Maintain a variety of records and logs including inspection forms, records of work performed, parts used and time required for each piece of equipment and vehicle and approved cart and vehicle drivers lists; utilize computerized inventory and financial systems.

### OTHER DUTIES:

1. Instruct district personnel in the proper use and general maintenance of vehicles and equip­ment; assist with cart and forklift training, as needed.
2. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Diagnostic procedures for vehicles and equipment including the use of computerized auto­motive diagnostic equipment.
2. Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
3. Federal, state and local laws and regulations applicable to the maintenance of a large, diverse fleet.
4. Recordkeeping and report preparation techniques, particularly maintenance and repair records as required for inspection by the California Highway Patrol, Air Quality Management District, California Air Resources Board and Bureau of Automotive Repair.
5. District policies, procedures and practices regarding fleet maintenance and asset retirement and disposal.
6. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
7. Shop math applicable to vehicle maintenance.
8. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
9. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
10. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
11. Basic principles and practices of employee supervision.
12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
13. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Diagnose and repair mechanical, electrical and computerized defects and faulty parts and components.
2. Operate equipment used in repairing or servicing vehicles.
3. Operate a wide variety of equipment and machinery including arc and gas welders, computer diagnostic equipment, scopes, digital meters, tire changing and balancing machines, tractors, motor vehicles, electric carts, lawnmowers, edgers, blowers and power hand tools.
4. Project and evaluate cost effectiveness of maintenance and repair work.
5. Read and interpret repair manuals, manufacturer bulletins, mechanical and parts diagrams, maintenance and repair procedures, schematics and compliance regulations.
6. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
7. Set priorities and exercise independent judgment within areas of responsibility.
8. Communicate effectively, both orally and in writing.
9. Understand, interpret, explain and apply applicable laws, codes and regulations.
10. Present proposals and recommendations clearly, logically and persuasively.
11. Operate a computer and standard business software.
12. Observe legal and defensive driving practices.
13. Enforce safety to prevent liability issues with potentially unsafe vehicles and equipment.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and at least five years of journey-level experi­ence in the maintenance and repair of vehicles or maintenance equipment, or an equivalent combination of training and experience. Experience in the maintenance and repair of police vehicles is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid class C California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program. A valid California Class B driver’s license with appropriate Passenger and/or Tank and/or Hazmat endorsement(s) is required prior to completion of proba­tionary period.

Possession of certificate in forklift safety training.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to Vehicle and Equipment Assistant and student workers as assigned.

**CONTACTS:**

District administrators, faculty, staff, students, vendors, contractors, police, California Highway Patrol, and applicable state and federal agencies.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 50 pounds; frequent bending, stooping and kneeling; frequent to constant repeti­tive use of hands, shoulders, wrists and forearms for extended periods while keying mainten­ance records into a computer and/or working on equipment or vehicles; ability to operate an electric cart to pick up/deliver supplies to a variety of locations on campus; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an indoor auto shop environment; frequently works in outside environment in weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery and uneven surfaces; work while wearing personal protection equipment; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to exposure to hazardous materials such as petroleum products, toxic chemicals and fumes; exposure to extreme noise and exhaust from equipment and vehicle operation; work with and around dangerous equipment and machinery with moving parts; may be required to work during day and/or evening hours on an as-needed basis at any district location.