

## **EQUIPMENT MECHANIC**

Series Specification  
Equipment Mechanic I  
Equipment Mechanic II  
Lead Equipment Mechanic

### **DEFINITION**

This series specification describes three classes used to repair, maintain and service all District vehicles and other equipment; to include, trucks, tractors, grounds equipment and all electric and hybrid vehicles.

### **LEVEL DESCRIPTIONS**

**Equipment Mechanic I:** The entry-level class of series. Incumbents under general direction perform skilled repairs on small equipment; assist Equipment Mechanic II in performing skilled equipment repairs.

**Equipment Mechanic II:** The journey-level class of the series. Incumbents, under moderate oversight, perform skilled equipment repair.

**Lead Equipment Mechanic:** The lead equipment mechanic level class of the series. Under minimal oversight and under direction of the assigned supervisor, performs skilled equipment mechanic work and oversees, assigns and reviews work of skilled equipment mechanics.

### **TYPICAL DUTIES**

**All Levels:** Incumbents diagnose and make necessary repairs on all district vehicles and other equipment; automotive tune-up technical skills and qualifications; inspect and diagnose mechanical defects in machines and equipment, disassemble motors; repair and replace parts, order necessary parts and materials; fabricate or repair machinery parts by cutting and grinding metal to precise dimensions; recondition and adjust ignition and carburetor systems; repair and adjust transmissions and differentials; repair and adjust air and hydraulic brakes; rebuild and repair small engines and power tools; assemble and test new and repaired equipment; set up and operate all standard machine tools including drill press, sharpener, and grinders; move, install and service mechanical equipment; do lubrication, oil changes, and battery maintenance; change, repair and balance tires on district vehicles including specialized equipment; analyze and repair hybrid vehicles; diagnose and repair electric carts; repair electrical ignition systems; make service calls for emergency repairs; do welding; instruct subordinates; assign and review work; maintain operating and repair records; perform related duties as assigned.

**Lead Equipment Mechanic:** Perform skilled equipment mechanic work and assign and review work of assigned staff; prepare requisition parts and materials.

## **QUALIFICATIONS**

### **EXPERIENCE/EDUCATION**

**Equipment Mechanic I:** Completion of an apprenticeship in the trade or a certificate or an associate's degree in automotive technology from an accredited institution, plus two years of skilled mechanic experience related to the duties of the position; OR, three years of skilled mechanic experience related to the duties of the position.

**Equipment Mechanic II:** Equivalent to completion of an apprenticeship in the trade or a certificate or associate degree in automotive technology from an accredited institution, plus three years of skilled mechanic experience related to the duties of the position; OR, two years as an Equipment Mechanic I with the Los Rios District; OR, four years of skilled mechanic experience related to the duties of the position.

**Lead Equipment Mechanic:** Four years of skilled mechanic experience related to the duties of the position including at least one year in a lead or supervisory capacity; OR, one year as an Equipment Mechanic II with the Los Rios District.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

One year of education is equal to 30 semester units.

### **SPECIAL REQUIREMENTS**

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

### **KNOWLEDGE OF**

**All Levels:** Working knowledge of tire balancing machine (electronic computer type) and engine analyzers; techniques and skills as it pertains to small equipment; practices, principles, processes, techniques, tools and materials used in repair and maintenance of internal combustion, hybrid and electric equipment, including high voltage variants; troubleshooting and repairs of electrical systems associated with a variety of motorized vehicles; ignition and computer electronic systems diagnostics; familiarity of diagnostic tools and equipment; working properties of various metals; safety practices, methods, and materials related to mechanical shop; current practices and processes of the trade; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

**Equipment Mechanic II and Lead Equipment Mechanic:** All of the techniques and skills of Equipment Mechanic I, plus all of those same skills as they pertain to all equipment; working knowledge of electric and/or hybrid utility carts and vehicles, to include high voltage variants; diagnostic type scan tools.

**Lead Equipment Mechanic:** Basic principles of leadership, oversight and training.

**ABILITY TO**

**All Levels:** Perform the essential functions of the position; distinguish between color coded wires; identify functioning and/or malfunctioning equipment; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

**Lead Equipment Mechanic:** Plan and direct work of assigned staff; effectively train, assign and oversee the work of others; oversee the proper use of personal protective gear and workplace safety; work with minimal direct supervision; maintain good working relationships.

**Physical And Environmental Factors:** May perform heavy physical labor; work in confined or cramped spaces; work around wetness and on slippery surfaces; work around constant loud noises and pronounced vibration with the appropriate safety equipment; frequent contact with oil or grease; work in or around areas with major amounts of dust present; lift heavy objects with or without assistance using appropriate lifting techniques (objects are sometimes elevated from floor level to above the shoulders); reach, push, bend, stand, and maneuver in performing daily duties.