

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **SKILLED MAINTENANCE WORKER/MECHANIC**

#### **BASIC FUNCTION**

Under the direction of the Director, Maintenance and Operations or assigned supervisor, perform journey-level duties in the diagnoses, overhaul, repair and preventive maintenance of diesel, gasoline, and electric powered vehicles and equipment; repair, rebuild and replace transmissions, drive trains, brakes, steering, air conditioning, fuel and electrical systems, and other vehicle components. Perform skilled maintenance, repair and construction of District buildings, furniture, fixtures, and equipment in one or more of the building maintenance trades.

#### **REPRESENTATIVE DUTIES**

1. Troubleshoot, research, overhaul, maintain, service and repair gasoline/diesel/electric powered automobiles, trucks, skip loaders, backhoes, tractors, fork lifts, and other mechanical equipment. E
2. Perform various types of mechanical repair, replacement and service to brake systems, transmissions, clutch and fly wheel assemblies, drive line assemblies including replacement of universal joints, differentials, steering systems hydraulic and air systems, water and fuel pumps, air conditioning systems, electrical systems, and other vehicle components. E
3. Perform safety inspections, diagnostic tests, establish and perform preventive maintenance plans on District vehicles. E
4. Conduct and participate in various safety and equipment operation trainings. E
5. Read, interpret, and follow schematic drawings and diagrams; maintain routine records such as oil, gas and diesel fuel use, mileage, service records and vehicle usage. E
6. Work from verbal instructions, technical manuals, sketches and work orders; maintain time, labor and material records. Meet schedules, timelines, and complete work orders in a timely manner E
7. Operate a variety of equipment and tools including drill press, hydraulic press, welders, grinders, tire changer, sander, saws, diagnostic/test equipment, vehicle lift, various hand and power tools used in the maintenance trades and motor vehicles. E
8. Assist in providing road and towing service in event of vehicle breakdown; fabricate parts and equipment using arc welding equipment as necessary. E
9. Estimate the amount of materials and labor needed for repair jobs; conduct inventories as necessary, order parts and supplies according to established guidelines. E
10. Repair minor vehicle damage, replace broken windows, repair and refinish minor scrapes and dents. E
11. Repair and maintain a variety of gasoline and battery powered portable equipment, grounds machinery, and custodial cleaning equipment. E.

12. Determine and recommend need for outside assistance in major repairs involving District-owned vehicles and equipment. Coordinate outside repairs, seeking approval as necessary. Work with vendors according to established guidelines
13. Perform skilled maintenance, repair and construction of District buildings, furniture, fixtures, and equipment in one or more of the building maintenance trades. E
14. Weld and fabricate various metal panels, gates, and fences. E
15. Perform painting projects; paint facilities, equipment and furniture; order and mix paint; perform touchups and paint signs. E
16. Perform installation, maintenance and repair of roofs, floors, windows, doors, locks and other building facilities; install and replace broken glass and plexiglass wind breakers. E
17. Perform installation, maintenance, and repair of motors, pumps, bearings, floats, belts, meters, filters, heaters, and appliances.
18. Assist other specialized maintenance personnel with a variety of duties including the installation, maintenance and repair of plumbing, electrical and mechanical systems, equipment and vehicles. E
19. Basic computer skills in MS Outlook, Excel and Word. Receive, complete, and close work orders electronically. E
20. Maintain and organize a safe and clean working environment by complying with procedures, rules, regulations and established safety guidelines.
21. Assist and/or perform water testing at well sites; monitor chemical containers and add chemicals as needed. E
22. Assemble, deliver, and move furniture and equipment as needed. E
23. Set up facilities for special events; deliver and pick up equipment, items and materials. E
24. Operate district vehicles and equipment to transport students and staff as required. E
25. Participates in District-provided training programs.
26. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles of gasoline, diesel and electrically powered engines; methods, tools, equipment, and parts used in the repair and maintenance of District vehicles and equipment; operation and use of diagnostic equipment; provisions of the California Motor Vehicle code as applicable to school vehicles; proper methods of storing equipment, materials and supplies; health and safety regulations; basic record-keeping techniques; proper lifting techniques. Applicable codes, regulations and safety orders; hand and power tools used in the trade; appropriate safety precautions and procedures. Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students and employees.

**ABILITY TO:** Perform journey-level duties in the diagnoses, overhaul, repair and preventive maintenance of diesel and gasoline powered engines; repair, rebuild and replace transmissions, drive trains, brakes, steering, air conditioning, fuel and electrical systems and other vehicle components; operate a variety of equipment utilized in the assigned trade; diagnose mechanical and electrical malfunctions; understand and follow oral and written directions; work cooperatively with others; maintain routine records; observe legal and defensive driving practices; read and interpret technical manuals related to repair of vehicles and equipment work from wiring diagrams, electrical blueprints, plans and specifications; plan and lay out work including estimating labor and material costs maintain routine records; perform shop math. Meet established schedules and timelines. Perform skilled maintenance, repair and construction of District buildings and equipment; perform skilled work in one or more of the building maintenance trades; operate a variety of hand and power tools, welders, and equipment used in the repair and maintenance of District buildings, facilities, and equipment; work cooperatively with individuals from diverse cultures and backgrounds; understand and follow oral and written instructions; observe health and safety regulations; lift heavy objects; bend at the waist, kneel ,or crouch; reach overhead, above the shoulders and horizontally; to perform heavy physical labor and lift and maneuver objects weighing 50 pounds unassisted and occasionally up to 100 pounds with assistance; perform work over rough or uneven surfaces; climb ladders and work from heights; walk or stand for extended periods of time; work in a wide range of temperatures and weather conditions.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three years responsible, journey-level experience in automobile, truck, diesel, electrical and small gasoline-powered equipment mechanical repair work. Additional experience in general maintenance and ASE certifications preferred.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier. EPA 609 certification required within 1 year of hire date.

### **WORKING CONDITIONS**

#### **Environment:**

Indoor, outdoor, and shop environment in all weather conditions. Driving a vehicle to conduct work. Subject to noise and fumes from equipment operations. Response to emergency situations as required.

#### **Hazards**

Working around and with machinery having moving parts. Working in a cramped or restrictive work chamber. Exposure to chemicals solvents, cleaning solutions, refrigerants, and oils. Exposure to electrical power supply and high voltage. Working at heights.

### **EMPLOYMENT STATUS**

Classified

RANGE 14  
Classified Salary Schedule  
Board Approval: May 17, 2019