

Classification and Qualification STANDARDS

Equipment Mechanic Series

Classification Title	Class Code	Date Established	Date Revised
Mechanics Helper	6837	09-16-1961	06-01-2010
Automotive/Equipment Mechanic	6270	07-01-2000	06-01-2010
Lead Automotive/Equipment Mechanic	6852	04-01-1978	06-01-2010
Supervising Automotive/Equipment Mechanic	6269	06-01-2010	

OVERVIEW:

Classifications in this series are distinguished by their focus on the preventive maintenance, repair and modification of a wide range of automotive, maintenance, construction and/or other power-driven equipment.

Four progressive classifications are defined within the series. All incumbents clean and maintain materials, tools and equipment used in the performance of duties; perform all work in accordance with established safety procedures; maintain a safe and clean work environment; maintain records and retrieve data related to work performed using computerize maintenance management systems and other recordkeeping systems; prepare standard reports; and consult and work with other trades workers. Work may involve exposure to hazardous materials. Incumbents are required to possess a California Driver's License valid for the operation of any vehicle or equipment they are required to maintain and operate.

Examples of typical activities for each classification are not meant to be all inclusive or restrictive; incumbents may perform related work activities.

MECHANICS HELPER

Under supervision, the Mechanics Helper is involved in the servicing, maintaining and repairing of automotive, maintenance and/or construction equipment. This classification is distinguished from the Automotive/Equipment Mechanic by the fact that the work performed independently does not require journey-level mechanic skills. Incumbents may assist in overhauling, repairing or adjusting engines, transmissions, ignition, electrical, fuel and cooling systems, and related component systems. Incumbents may also operate automotive and other equipment and assist in directing less skilled workers.

TYPICAL QUALIFICATIONS:

Knowledge:

Work requires general knowledge of the names of automotive parts, machine parts and automotive and heavy equipment; working knowledge of materials, machines and hand tools, and equipment and procedures used in the maintenance and repair of these parts and equipment; and working knowledge of applicable safety practices and regulations.

Abilities:

Must be able to identify automotive, equipment and machine parts; perform the less skilled tasks involved in repairing and servicing automotive and heavy mechanical equipment; read and write at a level appropriate to the position; and perform simple arithmetic calculations as required by the position.

Experience:

These abilities normally would be acquired through a combination of experience and vocational/trade schooling such as completion of a recognized vocational course in automotive or heavy construction equipment technology and/or equivalent experience in the duties outlined above.

AUTOMOTIVE/EQUIPMENT MECHANIC

Under general supervision, the Automotive/Equipment Mechanic performs skilled work in the overhaul, repair, maintenance, service and adjustment of campus automotive, heavy maintenance, heavy construction and farm equipment. The work of the Automotive/Equipment Mechanic is distinguished from the Mechanics Helper by the independent performance of skilled, journey-level automotive and/or heavy equipment mechanical work.

Incumbents typically inspect automotive, maintenance, construction and/or farm equipment to determine necessary corrective action; perform diagnostic tests using engine analyzers; diagnose and repair electrical systems in vehicles and equipment; make minor-to-major repairs to automotive and/or equipment; fabricate, construct and/or modify new or special equipment, mechanical, engine and body parts; install and repair special equipment; operate and maintain tools, machinery and computerized systems used in the maintenance, repair and fabrication of automotive, maintenance and/or construction equipment; troubleshoot and repair all systems and components; perform smog tests; respond to emergency calls; may repair pump and compressor engines; perform minor welding and brazing work; estimate the cost of materials and labor for maintenance and repairs; inspect completed work to ensure compliance with standard trade practices; maintain vehicle inspection, maintenance and repair records using manual and/or computerized record-keeping systems; prepare standard reports; provide instruction and lead direction to semi-skilled and unskilled assistants; and may serve as the campus vehicle inspector.

TYPICAL QUALIFICATIONS:

Knowledge:

Work requires thorough knowledge of automotive and/or equipment mechanics including electrical systems and brake and engine overhaul; thorough knowledge of methods, tools, materials, equipment and computerized systems used in the maintenance, adjustment and repair of engines, equipment and accessories; working knowledge of wiring and electrical theory and engine principles; working knowledge of hydraulic systems; and working knowledge of applicable state and federal regulations pertaining to automotive and other power-driven equipment, including applicable smog regulations.

Abilities:

Must be able to make skilled repairs to applicable automotive, maintenance and/or construction equipment; diagnose mechanical and electrical malfunctions; perform a variety of skilled repairs on equipment; work from blueprints, drawings and sketches to fabricate parts; perform required welding; inspect vehicles and equipment and determine extent of repairs; estimate cost, time and materials of mechanical work and repairs; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; provide instruction to unskilled and semi-skilled assistants; analyze and respond appropriately to emergency situations; read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position.

Experience:

These abilities normally would be acquired through any combination of progressively responsible training and experience as an automotive and/or equipment mechanic which demonstrates achievement of journey-level skills equivalent to that acquired through completion of a standard apprenticeship program.

LEAD AUTOMOTIVE/EQUIPMENT MECHANIC

Under general supervision, the Lead Automotive/Equipment Mechanic works with and provides lead work direction to a small group or crew of skilled automotive or equipment mechanics and semi-skilled assistants. The work of the Lead Automotive/Equipment Mechanic is distinguished from the Automotive/Equipment Mechanic by the performance of lead duties and/or a wider variety of highly skilled work in the maintenance, repair and modification of automotive, maintenance, agricultural, landscape and construction equipment, machinery and tools.

Incumbents typically lay out, direct, and assist with the full range of skilled mechanic work outlined in the series overview; supervise, instruct and work with a small group or crew of Automotive/Equipment Mechanics and assistants; establish priorities for automotive and equipment repair and maintenance; instruct mechanics and equipment operators in the proper operation and servicing of their equipment; recommend specialized jobs to be contracted out; ensure preventive maintenance program is accomplished and that manufacturer obligations are

met; serve as the liaison with customers and vendors; instruct others in safety rules and ensure that they are observed; select and prepare lists of materials for jobs; provide input on performance evaluations; maintain inventory of parts and materials; recommend purchase and storage of parts and equipment; inspect completed work for conformance with specifications, requirements and compliance with applicable safety codes and regulations; inspect related work performed by contractors; draw diagrams and sketches of work to be performed; maintain computerized maintenance management system for shop, as well as manual systems, which track vehicle/equipment use, condition, service history, inspections, labor, materials and purchasing and prepare reports; and may oversee the maintenance of an automotive/equipment maintenance shop. On specific projects, may coordinate the work of other skilled crafts workers.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge required of the Automotive/Equipment Mechanic, the Lead Automotive/Equipment Mechanic must possess a working knowledge of effective supervisory practices and techniques.

Abilities:

In addition to the abilities required of the Automotive/Equipment Mechanic, the Lead Automotive/Equipment Mechanic must be able to lead, instruct and coordinate the work of a small group or crew of skilled and semi-skilled workers; perform skilled to highly skilled repair, maintenance and modification work; accurately estimate costs, supplies and materials needed; maintain records; and prepare more complex reports.

Experience:

In addition to the experience required of an Automotive/Equipment Mechanic, the abilities of the Lead Automotive/Equipment Mechanic normally would be acquired through two or more years of experience as a journey-level automotive or equipment mechanic that included work coordination responsibilities.

SUPERVISING AUTOMOTIVE/EQUIPMENT MECHANIC

Under general supervision, the Supervising Automotive/Equipment Mechanic is responsible for supervising skilled automotive and/or equipment mechanics and their semi-skilled and unskilled assistants engaged in the maintenance, repair and modification of automotive, maintenance, landscape, agricultural and construction equipment, machinery and tools. The Supervising Automotive/Equipment Mechanic is distinguished from the Lead Automotive/Equipment Mechanic by the scope of supervisory, project planning and coordination duties, as well as the greater amount of time devoted to these activities.

Incumbents typically assess, evaluate and make recommendations regarding the need to purchase or replace vehicles and equipment; plan, prioritize and coordinate the work of multiple crews or projects; assign work to qualified crew members; provide work and safety instructions; provide customer service to customers and vendors; recommend training programs for staff and provide on-the-job training and instructions to less skilled workers in trade and safety practices; monitor work progress; inspect completed work to ensure compliance with specifications, special instructions and sound trade practices; provide written input on performance evaluations; prepare and issue written or oral work directives; provide input on the development and maintain computerized maintenance management system for shop, as well as manual systems, which track vehicle/equipment use, condition, service history, inspections, labor, materials and purchasing; and prepare reports.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge required of the Lead Automotive/Equipment Mechanic, the Supervising Automotive/Equipment Mechanic must possess a thorough knowledge of effective supervisory practices and techniques; working knowledge of job design and work sequencing applicable to an automotive or mechanical equipment shop; working knowledge of alternative fuel vehicle technology; thorough knowledge of applicable state and federal safety codes pertaining to mechanic shops; working knowledge of campus policies and programs applying to maintenance of campus fleet vehicles; and working knowledge applicable state and federal laws and regulations related to automotive and equipment oversight and maintenance.

Abilities:

In addition to the abilities required of the Lead Automotive/Equipment Mechanic, the Supervising Automotive/Equipment Mechanic must be able to maintain currency in equipment innovations and advances and provide technical leadership; plan and direct the work of skilled workers and their semi-skilled and unskilled assistants; determine and coordinate staffing, material and equipment needs for multiple jobs and projects; and ensure the accuracy and maintenance of assigned record-keeping systems.

Experience:

In addition to the experience required of a Lead Automotive/Equipment Mechanic, the abilities of the Supervising Automotive/Equipment Mechanic normally would be acquired through three or more years of experience as a journey-level automotive or equipment mechanic, including one to two years in a lead or supervisory capacity.