



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Automotive / Equipment Mechanic

SALARY: \$16.00/hour

DEADLINE: Continuous
(Applications reviewed on an as received basis and hired as needed)

START DATE: To establish ongoing pool

ASSIGNMENT: Work schedule may vary up to 25 hours a week or not to exceed 100 hrs. per month.
Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.
(Days are counted regardless of # of hours worked per day)

TYPICAL DUTIES MAY INCLUDE:

- Creates and implement P.M. schedule program for all vehicles/equipment meeting original equipment manufacturer (O.E.M.) specifications.
- Maintains inventory of vehicles, equipment, and tools.
- Maintains and operates replacement program including research for replacements, obtaining purchase quotations; deactivates and prepares vehicles and equipment for auction.
- Inspects vehicles to diagnose malfunctions and determines extent of repairs required.
- Maintains, adjusts, and repairs automobiles, buses, tractors, forklifts, generators, power grounds maintenance equipment and automotive related equipment.
- Diagnoses and repairs operating systems on electric powered vehicles.
- Ensures buses conform to the California Highway Patrol standards for passenger vehicles; conducts periodic mechanical safety inspections as mandated by law; completes and maintains required maintenance records; schedules vehicles for emissions testing.
- Cleans, repairs, and replaces carburetors, fuel pumps, fuel lines, strainers, gas tanks and gauges.
- Researches and evaluates products for best sources; recommends purchase of selected parts, materials, and equipment.
- Prepares and maintains work and purchase orders, records and reports related to vehicle maintenance.
- Recharges batteries; repairs and replaces radiators, water pumps and hoses.
- Repairs and replaces components such as generators, alternators, distributors, relays, lights and switches.
- Inspects, relines, and adjust brakes.
- Performs basic machine shop work related to mechanical repairs; assists in designing and constructing special maintenance equipment.
- Repairs and adjusts engines, transmissions, differentials and clutches; performs engine tune-ups.
- Wires and reconditions electrical systems; adjusts spark plugs; tests and repairs starters and magnetos.
- Operates and maintains a variety of equipment, machinery, and hand and power tools including hydraulic lift jacks, timing lights, bearing puller, press, gauges, meters, soldering and welding equipment.
- Trains facilities and campus staff on the manufactures instructions in the proper use of the vehicles and equipment.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by completion of a designated automotive apprenticeship program and three years journey-level experience in vehicle maintenance.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Possess or qualify for a valid Forklift Certificate within one year.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

KNOWLEDGE OF:

- Automotive, truck and small engine repair and maintenance procedures.
- Laws, rules and regulations related to the operation and maintenance of the District fleet.
- Vehicle emissions regulations.
- Basic vehicle codes.
- Safe operation and maintenance of standard tools and equipment.
- Health and safety practices, regulations and procedures.
- Basic mathematics.
- Record-keeping techniques.

ABILITY TO:

- Perform journey-level repair and maintenance to maintain a variety of District vehicles and equipment.
- Perform duties independently or as a member of a crew.
- Estimate adequate amounts of time, labor and materials.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Diagnose and perform repairs according to individual equipment applications and needs.
- Read and interpret schematics and diagrams.
- Observe health and safety regulations.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate specialized tools and equipment.
- Reaching overhead, above the shoulders and horizontally.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Dexterity of hands and fingers to operate a computer keyboard.

WORKING CONDITIONS:

- Shop conditions.
- Driving a vehicle to conduct work.

APPLICATION PROCEDURE FOR THIS ASSIGNMENT

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé
3. Supplemental coursework **IS** required – Please submit the following with your application package:
 - a. Proof of completion of a designated automotive apprenticeship program
 - i. Applicant may submit a copy of his/her apprenticeship certificate and/or card;
 - ii. Applicant may submit copies of transcripts of coursework.

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer