



Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Automotive Equipment Mechanic Lead **Full time, 12 months  
RN17-51**

**WORK SCHEDULE:** Monday – Friday: 6:00am – 2:30pm  
(Hours not to exceed 40 hrs per week, schedule to be determined by supervisor depending on department needs and college hours of operation)

**SALARY:** Range 22, \$4,834.13/mo. + benefits

**DEADLINE:** December 18, 2017

**START DATE:** TBD

**BASIC FUNCTION:**

Under the direction of the Campus Events Supervisor, provides lead duties in performing journey-level repairs and maintenance to maintain a variety of District vehicles and equipment; implements and maintain procedures for preventive maintenance on District vehicles, buses and commercial equipment. Provides work direction to motor pool staff in the absence of the Campus Events Supervisor. Performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Provides lead duties in performing journey-level repairs and maintenance to maintain a variety of District vehicles and equipment.
- Assigns duties and provides work direction to assigned personnel and students assisting with the repair and maintenance of District vehicles and equipment; Provides work direction to motor pool staff in the absence of the Campus Events Supervisor. (E)
- Creates and implements preventative maintenance (PM) schedule program for all vehicles/equipment meeting original equipment manufacturer (O.E.M.) specifications. (E)
- Maintains inventory of vehicles, equipment, and tools. (E)
- Maintains and operates replacement program including research for replacements, obtaining purchase quotations; deactivates and prepares vehicles and equipment for auction. (E)
- Inspects vehicles to diagnose malfunctions and determines extent of repairs required. (E)
- Maintains, adjusts, and repairs automobiles, buses, tractors, forklifts, generators, power grounds maintenance equipment and automotive related equipment. (E)
- Diagnoses and repairs operating systems on electric powered vehicles. (E)
- Ensures buses conform with 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. (E)
- Cleans, repairs, and replaces carburetors, fuel pumps, fuel lines, strainers, gas tanks and gauges. (E)
- Researches and evaluates products for best sources; recommends purchase of selected parts, materials, and equipment. (E)
- Prepares and maintains work and purchase orders, records and reports related to vehicle maintenance. (E)
- Recharges batteries; repairs and replaces radiators, water pumps and hoses. (E)
- Repairs and replaces components such as generators, alternators, distributors, relays, lights and switches. (E)
- Inspects, relines, and adjust brakes. (E)

**REPRESENTATIVE DUTIES: (Continued)**

- Performs basic machine shop work related to mechanical repairs; assists in designing and constructing special maintenance equipment. (E)
- Repairs and adjusts engines, transmissions, differentials and clutches; performs engine tune-ups. (E)
- Wires and reconditions electrical systems; adjusts spark plugs; tests and repairs starters and magnetos. (E)
- 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. (E)
- Trains facilities and campus staff on the manufactures instructions in the proper use of the vehicles and equipment. (E)
- 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:****ASE Certification**

Valid California driver's license.

Possess or qualify for a valid Forklift Certificate within one year.

**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.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides lead work direction to Automotive/Equipment Mechanics, hourly's and student workers and other staff as appropriate

**CONTACTS:** Co-workers, other departmental staff, vendors, government agencies.

**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 on hands and fingers to operate a computer keyboard

**WORKING CONDITIONS:**

- Shop condition;
- Driving a campus vehicle/cart to conduct work.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by the deadline date. HR Office Hours: Mon-Thurs 7:30am-6:00pm and Fri 7:30am-11:30am.

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

1. A completed and signed Antelope Valley College *Classified Application*
2. **Cover letter addressing your interest and qualifications**
3. **Résumé**
4. **Transcripts:** College level coursework and/or a degree **IS** required in the job announcement under “Education and Experience”:
  - a. Submit transcripts of **ALL** college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.
  - d. If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

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](http://www.avc.edu) or from the Human Resources Office and must be returned to:



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

Office hours: Monday-Thursday (7:30am – 6:00pm)  
Friday: (7:30am – 11:30am)

**Faxed or emailed materials cannot be accepted.**

**Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

---

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

**Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.**

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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**