



RN17-01

Office of Human Resources & Employee Relations

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

- POSITION:** Automotive/Equipment Mechanic Assistant
(Establish a Pool for department needs; Pool valid for 1 year)
- SALARY:** Range 12, \$19.46 hourly
- DEADLINE:** Continuous
(Applications reviewed on an as received basis and hired as needed)
- START DATE:** To establish ongoing pool
- ASSIGNMENT:** Work schedule may vary based on hours of operation.
Hours not to exceed 25 hours a week and/or 100 hours 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)

BASIC FUNCTION:

Under the direction of the Supervisor, Campus Events and Operations, and without authority to release vehicles or equipment back into service, they will perform a wide variety of semi-skilled routine duties to assist the Automotive/Equipment Mechanic with repairs and maintenance of a variety of District vehicles and equipment.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assist in maintaining inventory of vehicles, equipment and tools (E)
- Assist in diagnosing and repairing operating systems on electric powered vehicles (E)
- Assist in recharging batteries; repairs and replacing radiators, water pumps and hoses (E)
- Assist in repairs and replacement of components such as generators, alternators, distributors, relays, lights and switches (E)
- Operates and maintains a variety of equipment, machinery, hand and power tools including hydraulic lift jacks, timing lights, bearing puller, press, gauges, meters, soldering and welding equipment (E)
- Assists in the pickup and delivery of campus vehicles and equipment (E)
- Performs preventative maintenance per inspection form (E)
- Record mileage/hours and perform onsite inspections, recordings and record keeping (E)
- Inspect and replace tires, wheels, batteries, cables and chargers (E)
- Clean facilities shop and campus equipment (E)
- Answer/respond to phone/radio calls pertaining to Motor Pool concerns (E)
- Compile/track daily trouble calls and work requests (E)
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation from high school. One year experience assisting in an automotive repair environment or one year of automotive technology education.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver license
- Possess or qualify for a valid Forklift Certificate within one year of date of hire

KNOWLEDGE OF:

- 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 duties independently or as a member of a crew
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Observe health and safety regulations

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

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; exposure to outdoor environment, heat, cold, wind; driving a campus vehicle/cart to conduct work.

APPLICATION PROCEDURE

To be considered an applicant for a classified Temporary, Short Term position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. Office hours are Monday – Thursday 7:30 am to 6:00pm and Fridays 7:30 am to 11:30 am.

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. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts:
 - a. Submit transcripts of **ALL** college-level coursework that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (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.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>

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 and must be returned to:



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

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.

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.