

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

AUTOMOTIVE/EQUIPMENT MECHANIC ASSISTANT

Salary Range 12

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.