



VEHICLE AND EQUIPMENT ASSISTANT

Reports to: Director, Facilities

Dept: Facilities

Range: 16

FLSA: Nonexempt

EEO: Skilled Craft

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, perform routine service, maintenance and installation on golf carts and light and medium-duty vehicles; maintain and repair power equipment, machinery and tools; perform recordkeeping in support of garage maintenance operations; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Maintain grounds maintenance equipment, golf carts, passenger vehicles, trucks, public safety and small and large powered and non-powered equipment including brakes, carburetors, clutches, electrical systems, engines, hydraulic systems, power train components and transmissions; adjust, repair and replace parts as necessary; ensure vehicles meet state and local standards for public transportation and safety compliance.
2. Dispense and monitor fuel usage; perform daily, weekly and monthly safety checks and inspections of transportation, utility and public safety vehicles, grounds equipment and other mechanical equipment; evaluate equipment and vehicles for cleanliness and safe operation.
3. Assist with the implementation of preventive maintenance programs for district equipment and vehicles; plan, schedule and implement 3,000-mile, 100-hour or annual routine maintenance of equipment and vehicles including filter and oil changes, tire safety inspections and rotations, proper waste oil disposal and updating maintenance records.
4. Read and interpret manuals; troubleshoot mechanical malfunctions in a wide variety of power equipment, power tools and mechanical equipment.
5. Coordinate and implement the transportation of equipment and vehicles to offsite locations including carwashes, dealerships, other campus locations and various vendors.

6. Maintain shop area, equipment and tools in a safe, clean and orderly condition; organize storage of equipment and vehicles in the facilities yard including parts inventory, tool storage, equipment placement and overnight cart parking.
7. Test and evaluate new equipment for operation, repair and maintenance; assist in determining salvage and purchasing of vehicles and large equipment; research all requested equipment/vehicles and indicate the best products and options.
8. Maintain a variety of records and logs including inspection forms, maintaining records of work performed, parts used and time required for each piece of equipment and vehicle, and approved cart and vehicle drivers lists; utilize computerized inventory and financial systems.

OTHER DUTIES:

1. Assist in determining the need for outside assistance with major repairs, technical advice and alternative options.
2. Assist in providing training for district personnel in the proper use and safe operation of district equipment and vehicles.
3. Assist with inventory including monitoring and reordering fuel, parts, shop supplies and tools as needed.
4. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Diagnostic procedures for vehicles and equipment.
 2. Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
 3. Operation, maintenance and repair of large and small power equipment and vehicles.
 4. Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
 5. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
 6. Shop mathematics applicable to equipment maintenance and repair.
 7. Use and operation of computers, standard business software and specialized database and spreadsheet applications.
 8. Basic recordkeeping techniques.
 9. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
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- 10. Safety policies and safe work practices applicable to the work
- 11. Correct English usage, including spelling, grammar and punctuation.

ABILITY TO:

- 1. Diagnose and repair vehicles and equipment.
- 2. Operate hand and power tools common to automotive mechanics.
- 3. Change, balance and inspect tires for wear damage.
- 4. Read and work from repair manuals, mechanical and parts diagrams, maintenance and repair procedures and schematics.
- 5. Establish priorities and work effectively and independently with many demands on time.
- 6. Analyze situations accurately and adopt effective courses of action.
- 7. Communicate effectively, both orally and in writing.
- 8. Understand and follow written and oral instructions.
- 9. Operate a computer and standard business software.
- 10. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and one year of progressively responsible experience in performing automotive and motorized equipment servicing and maintenance; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Possession of certificate in forklift safety training.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

None

CONTACTS:

District administrators, faculty, staff, students, vendors, contractors and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 75 pounds; frequent bending, stooping and kneeling; frequent to constant repetitive use of hands, shoulders, wrists and forearms for extended periods while keying maintenance records into a computer and/or working on equipment or vehicles; ability to operate electric cart to pick up/deliver supplies to a variety of locations on campus; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily an indoor auto shop environment; frequently works in outside environment in weather conditions including rain and extreme heat; exposure to sun for extended periods; work on slippery and uneven surfaces; work while wearing personal protection equipment; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to exposure to hazardous materials such as petroleum products and toxic chemicals and fumes; exposure to extreme noise and exhaust from equipment and vehicle operation; must work with and around dangerous equipment and machinery with moving parts; may be required to work during day and/or evening hours on an as-needed basis at any district location.