

**College of the Siskiyous  
Job Description**

**Job Title:** Mechanic/Heavy Equipment Operator

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Level:** 13

**Salary Schedule:** Classified

**GENERAL SUMMARY**

Under the general direction of the Maintenance Supervisor, perform maintenance and repair of gasoline and diesel equipment belonging to the college and other duties directly related to this job description.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

Diagnose defects in mechanical equipment and determine repairs to be made.

Perform skilled and semi-skilled maintenance and repair of trucks, vans, automobiles, forklifts, lawnmowers, tractors, compressors, and other motorized equipment.

Inspect and diagnose mechanical defects using diagnostic equipment and determine corrective action required to repair defects.

Maintain all aspects of the student transportation motor pool including safety checks, documentation, and needed repairs. Organize and implement a well-documented preventative maintenance program.

Realign, adjust and overhaul brakes; repair suspension systems, front and rear axles.

Lubricate college equipment, oil change, battery maintenance, tire changing and other servicing of vehicles and equipment.

Perform electric and gas weld on all college equipment.

Maintain accurate records on all maintenance and repair work on district vehicles and power equipment.

Provide minor body and fender work and painting of vehicles and equipment

Assist in the repair and maintenance of Campus building systems such as HVAC, Plumbing, roofs, and general repairs.

Work with the supervisor to recommend vehicle replacement and order necessary supplies and equipment.

Make emergency road calls when vehicles break down.

Receive and store parts and materials; care for and store tools in accordance with departmental procedures; utilize appropriate safety precautions in the performance of duties.

Operate district vehicles and equipment including licensed vehicles, backhoes, loaders, dump trucks, and other construction and grounds equipment.

Must be available for snow removal operations outside the normal work day.

Use appropriate technology for communication purposes to receive assignments (i.e., email and maintenance service requests)

Assist in the buying of vans and equipment for the college.

Promote positive campus and community relations by working effectively with students, staff and faculty.

### **TRAINING AND EXPERIENCE**

#### **Minimum Qualifications:**

1. High School Diploma
2. Three years of related work experience

**OR**

1. Automotive Service Excellence Certification
2. One year of related work experience

#### **Preferred Qualifications:**

1. Equipment Operator experience
2. Forklift Operator Certification
3. Personnel Lift Operator Certification

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of methods, machinery, tools and equipment employed in the repair of automotive equipment and other machinery.

Knowledge of safety rules and regulations pertaining to mechanical servicing repair.

Knowledge and experience relating to operation of heavy equipment.

Knowledge of safe working methods and procedures.

Knowledge of computers.

Ability to operate necessary automotive repair equipment.

Ability to make general repairs on vehicles.

Ability to communicate effectively in oral and written form.

Ability to perform arc and gas welding and diagnose and determine appropriate parts and repairs needed.

Ability to maintain appropriate maintenance records.

Ability to use appropriate technology.

#### **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work primarily of an active nature, and to perform the following, with or without reasonable accommodation.

Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waste and floor levels, max. 100 lbs.), carry (max 75 lbs.), push, pull, bend, squat, reach (from low, level and overhead), and twist and

turn head and trunk to maintain vehicles and equipment and operate heavy equipment. Requires the ability to stand and walk for extended periods of time.

**ENVIRONMENTAL CONDITIONS**

Work is performed indoors and outdoors in weather extremes where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens. Occasional exposure to harmful and/or noxious chemicals, fumes, gases and/or odors. Frequent exposure to dust, loud noise and/or vibrations. Occasional work in small spaces.

**JOB PARTICULARS**

Tools, equipment and work aids provided including but not limited to lifting/safety belts, gloves, goggles, protectors (ear, face and knee) and respirator.

**CONTACTS**

Daily contact with students and District staff.

Occasional contact with parents, community members and outside agency personnel.

**OCCUPATIONAL CERTIFICATES/LICENSES**

Valid California driver's license and insurance.

Valid California Class I driver's license.

**EMPLOYMENT STANDARDS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Upon accepting an offer of employment, incumbents in this classification must submit to a pre-employment physical examination and fingerprinting.

**Approved: 11/06**

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.