



## PERSONNEL COMMISSION

**Class Code: 0092**  
**Salary Range: 28 (C2)**

### AUTOMOTIVE MECHANIC

#### JOB SUMMARY

Under general supervision, inspect, diagnose, repair, service and maintain District automobiles, light and medium duty trucks, and other equipment; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.*

- Inspect automobiles, light and medium duty trucks and other equipment to identify components, parts and systems for wear, leaks, corrosion, cracks, and/or loss of tension; repair, replace or adjust parts and materials such as brake systems, clutches, hoses, water pumps, belts, steering systems, fuel systems and gasoline, diesel and alternative fueled engines. **E**
- Perform tune-ups on cars and light and medium duty trucks. **E**
- Perform regular preventive maintenance on District vehicles such as lubrication, changing, repairing or replacing tires, oil and oil filters, coolants and other fluids. **E**
- Diagnose and repair electrical malfunctions; replace lights as needed. **E**
- Test and repair computerized electronic controls on engines, transmissions, anti-lock brake systems, and fuel systems. **E**
- Install and repair accessories such as mirrors, heaters and windshield wipers. **E**
- Determine and requisition parts, supplies and materials needed for repair or replacement. **E**
- Respond to road calls from drivers as a result of equipment breakdowns of vehicles; make repairs or arrange for towing to the District or other repair facility. **E**
- Communicate on two-way radio system with District drivers as needed. **E**
- Keep records of the labor and materials on the work performed; enter and update work orders in assigned fleet maintenance software system. **E**
- Operate On-Board Diagnostic (OBD) readers and scanners; read and interpret schematics and diagrams; read automotive and truck shop manuals. **E**
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. **E**
- May perform minor welding and minor bodywork. **E**
- May instruct or train other workers in repair and preventive maintenance functions. **E**
- Operate a District vehicle. **E**
- Attend a variety of meetings, workshops, trainings related to assigned activities to maintain current knowledge of technological advances in field of specialty. **E**
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

An Automotive Mechanic is the journey-level class in the series. An incumbent performs the full scope of preventive maintenance, repair or replacement of parts and materials on District automobiles and light and medium duty trucks including gasoline, diesel, and alternative fueled engines. An incumbent reads schematics and shop manuals and uses diagnostic equipment in identifying and repairing a variety of malfunctions on vehicles.

A Heavy Truck/Bus/Automotive Mechanic works on heavy-duty gasoline, diesel and alternative fueled engines and other District equipment.

**EMPLOYMENT STANDARDS****Knowledge of:**

Diagnostic procedures, tools and instruments for vehicle and equipment maintenance, adjustment and repair including On-Board Diagnostic (OBD) readers and scanners.  
Operation theory and principles of gasoline, diesel and alternative fueled engines, transmissions, differentials, compressors and other components of vehicular equipment.  
Shop mathematics applicable to mechanics trades.  
Record keeping.  
Operation of a computer and assigned software.  
Health and safety regulations for vehicles and related equipment.  
Techniques and practices of maintenance and repair of gas, diesel and alternative fueled engine vehicles and equipment.

**Ability to:**

Diagnose, repair and maintain a variety of gasoline, diesel and alternative fuel engines and related components.  
Diagnose and repair mechanical, electrical and computerized malfunctions.  
Operate specialized tools, computerized diagnostic and electronic instruments, and equipment in the repair or servicing of vehicles including On-Board Diagnostic (OBD) readers and scanners.  
Use hand and power tools such as drills, grinders, hydraulic lifts, torque wrench, volt-ohm meter, chisel, and engine analyzer in the performance of repair work.  
Read and apply information from diagrams, schematics and repair manuals.  
Distinguish colors of electrical wires.  
Understand and follow oral and written directions.  
Operate a computer and assigned software.  
Operate District vehicles observing legal and defensive driving practices.  
Direct and train other employees.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Graduation from high school or equivalent and completion of an automotive mechanic training program of at least two years duration.

Completion of one or more of the National Institute for Automotive Service Excellence (ASE) Automobile & Light Truck Certification A Series tests is desirable.

**Experience:**

Two years of experience maintaining and repairing gasoline, diesel or alternative fueled powered vehicles.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

**SPECIAL REQUIREMENTS**

Incumbents in this classification must obtain a valid California Class B driver's license within six months of employment.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

An incumbent is required to furnish and maintain personal hand tools as indicated on the District tool list.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

- Vehicle and equipment repair shop.
- Subject to emergency call out.
- Noise from equipment operation.
- Exposure to fumes, vapors and solvents.
- Chemicals and fluids.
- Working around machines with moving parts.

**PHYSICAL DEMANDS**

Pulling, pushing, lifting and carrying objects weighing up to 60 pounds.

Walking or standing for extended periods of time.

Bending at the waist, kneeling and crouching.

Stretching and reaching overhead and horizontally.

Dexterity of fingers and hands to operate hand and power tools and equipment.

Seeing observe and perform repairs and distinguish the colors of wires.

Hearing to detect air leaks or unconventional noises from engines or other vehicle components.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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