

San Diego County Office of Education
Personnel Commission

MECHANIC I

Definition: To perform routine service, skilled maintenance, and repair on the Office of Education's automotive equipment, and to perform more complex mechanical repairs and services in a training capacity.

Typical Tasks: Performs routine lubrications and other service-related duties to vehicles including cars, trucks, buses, and motor homes; performs maintenance and repair work on County Office vehicles; assists and participates in the inspection, troubleshooting, and/or overhauling of transmissions, electrical systems, cooling systems, valves, pistons, carburetors, etc.; utilizes computerized equipment to perform diagnostic inspections; performs safety checks and inspections on vehicles, and maintains associated records; uses a computer for recordkeeping, parts ordering, etc.; assists in scheduling vehicles for use by County Office staff; acts as garage head in the absence of Fleet Services Supervisor; renders on-call emergency road service; performs routine maintenance and janitorial service around the shop and service area as required; performs limited welding activities; participates in the technical training of other Fleet Services staff; performs related duties as assigned.

Minimum Qualifications: Knowledge of: the methods, practices, materials, and tools used in automotive mechanics; the operation and repair characteristics of a wide variety of motor vehicles; safety hazards and relevant precautions as they pertain to automotive servicing; gasoline and natural gas engines and their operation; the practices, methods, and tools used in the welding trade. Ability to: effectively follow oral and written instructions; diagnose and repair a wide variety of automotive equipment; use and care for the tools and equipment of the automotive and welding trades. Physical ability to: stoop, kneel, crouch, crawl, and reach; perform tasks requiring manual dexterity.

Experience and Education: Education, training, and experience which clearly demonstrates possession of the knowledge, skills, and abilities detailed above. An example of such experience would be: completion of vocational training in basic automotive mechanics and a minimum two years' experience in a centralized garage/transportation unit providing full services to fleet vehicles including cars, trucks, busses and motor homes.

Licenses: A California driver license and proof of automobile insurance are required at the time of appointment. A current Department of Motor Vehicles driving record of traffic citations and accident involvement, if any, must be submitted and updated annually.

Distinguishing Characteristics: This work consists of moderately complex, technical, semi-skilled and skilled tasks at the time of entry to the classification. Employees in this classification receive supervision within a framework of standard policies and procedures. Errors in work or judgment could result in unnecessary property and equipment damage, loss of time and money, and/or life-threatening safety hazards to employees and the public.

Established: 7/80

Revised: 6/82, 5/95

Retitled: 10/00

Approved by the Personnel Commission: _____