

INDUSTRIAL TECHNOLOGY PROGRAMS EQUIPMENT MECHANIC**GENERAL DESCRIPTION OF CLASS:**

Under the direction of an administrator, the Industrial Technology Programs Equipment Mechanic performs preventive maintenance, diagnosis and conducts major and minor repairs on a variety of equipment, including but not limited to licensed fleet vehicles, light, medium, and heavy equipment, as well as shop equipment and tools used in the Industrial Technology and Agriculture programs. This position is also responsible for organizing and maintaining assigned inventories and storage areas, and for ensuring compliance with all applicable federal and state reporting requirements for on-road and off-road vehicles and equipment.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associate with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Maintains, diagnoses and repairs all equipment related to the Industrial Technology and Agriculture Program areas that are utilized within instruction and training of program students. Including but not limited to tractors, mowers, blowers, string trimmers, forklifts, implements, sprayers, tillage, harvesters, back hoes, loaders, automobiles and trucks, Utility Terrain Vehicles (UTVs), hoists, auto lifts, forklifts and parts washers and other related equipment. Including but limited to all on and off-road vehicles and equipment.*
2. Maintains, diagnoses and repairs all lab equipment and tools used for instruction in the Industrial Technology and Agriculture Programs. *
3. Installs or assists in the installation of district purchased equipment for Industrial Technology and Agriculture programs within their perspective instructional spaces. *
4. Performs routine and complex diagnostic tests and performs repairs on gasoline and diesel engines, electronically controlled hydraulic systems and related parts; uses computer diagnostic software and scan tools that are required for repairs.*
5. Performs scheduled equipment maintenance and services and maintains service records including but not limited to general equipment inspections and ensuring compliance with all applicable federal and state reporting requirements for on-road and off-road vehicles and equipment. *
6. Transports equipment to on and off-campus job sites using district vehicles, including but not limited to semi-trucks, flatbed multi-axle, forklifts and other equipment. *
7. Repairs and maintains hand, electric, and gas-powered tools used in the Industrial Technology and Agriculture programs. *
8. Operates a computer to perform basic data entry, access email, and District announcements related to the area of the assignment. *
9. Uses a variety of welding equipment to repair and maintain equipment; fabricates new parts, as needed. *
10. Builds classroom demonstration props for Industrial Technology and Agriculture Programs.*
11. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.

12. May serve on a variety of District committees as requested.
13. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* or the equivalent; **AND**
- Two (2) years of experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CONDITIONS OF EMPLOYMENT:

- Applicants **MUST** pass a required pre-employment drug and alcohol test and all subsequent Department of Transportation (DOT) random drug and alcohol testing.
- Applicants **MUST** provide a current DMV Driver License Record report issued within the previous 30 days of hire.
- Applicants are required to register with the FMCSA Clearinghouse reporting program.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Hold and maintain a valid Class A operator's license with air brakes endorsement, issued by the California Department of Motor Vehicles.
- May be required to travel for various off-site meetings, trainings, conferences, and or events in support of the overall objective of the position.
- Possess and maintain a valid Medical Examiner's Certificate (MEC) required for the Class A license by DMV.
- Possession of or the ability to obtain within the first six (6) months of employment (during probationary period) and held throughout duration of employment:
 - Valid Motor Vehicle Air Conditioning (MVAC) 609 Certificate.**
 - Valid Forklift and Aerial Lift Operators certificate.**

**District will provide training for certifications if required to perform the essential responsibilities of the position.

DESIRED QUALIFICATIONS:

- HazMat and Tanker endorsement issued by the California Department of Motor Vehicles.
- Valid MVAC 609 or MACS certification.
- Skilled in diagnosing electronics on equipment with scan tools, meters and other electronic tools.
- Skilled in diagnosing DEF (diesel exhaust fluid) systems as well as other types of exhaust systems.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.

- The methods, materials, tools, and equipment used in the testing, adjusting, repairing, and overhauling of agricultural/construction shop equipment.
- The theory and operation of gasoline and diesel-powered internal combustion engines.
- The principles of preventative and routine maintenance and methods of lubricating and servicing agricultural and shop equipment.
- The kinds and varieties of equipment used in modern agricultural work.
- Required safety precautions related to the area of assignment.
- Safe and proper storage and disposal of chemicals and hazardous materials.
- Occupational Health and Safety Administration (OSHA).
- Bookkeeping, record keeping, filing, file sharing, and filing systems practices, procedures, methods, and techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Safely and effectively work with high and low voltage electricity.
- Learn, interpret, and successfully apply policies, procedures, rules, and regulations of the District and department.
- Diagnose mechanical troubles and determine appropriate repair work needed.
- Repair and overhaul agricultural and heavy equipment.
- Use machine and hand tools including but not limited to lathes, mills, and various types of welders in fabricating or repairing equipment parts.
- Accurately maintain records and files.
- Use and apply good judgment.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Operate a computer to accurately perform position functions.
- Maintain a working knowledge of specialized terminology.
- Utilize accurate bookkeeping methods.
- Operate equipment safely and effectively.
- Use agricultural equipment.
- Read and write at the level necessary for successful job performance.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Work cooperatively with culturally and ethnically diverse groups.

- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

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

- **Physical Demands**

While performing the primary functions of this classification, the incumbent may be required to demonstrate sufficient physical ability and mobility to perform activities that require considerable use of arms, hands, legs, and moving the whole body, such as for walking, standing, lifting, bending, twisting, and reaching; to operate and control equipment or systems; and to verbally communicate to exchange information.

In addition to the physical demands above, the incumbent may be required to occasionally sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Vision: See in normal range with or without correction; vision sufficient to see short and long distance for operation of vehicles on roads and highways and equipment, tools, computers, and electronic devices. The incumbent must also demonstrate close vision and the ability to adjust focus to view a variety of computer screens, printed documents, and instructions.

Hearing: Hear in normal audio range with or without correction; ability to identify and understand speech of another person; to hear and understand, respond, and communicate clearly in person and on the phone.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work performed by the incumbent requires occasional lifting and/or moving heavy objects with assistance(50 to 100 lbs.). The incumbent may be exposed to inclement weather and temperature extremes, machinery hazards, intense noise from machinery, poor lighting, electric currents, toxic agents, and fumes, working in confined spaces, and traffic hazards.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.