



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Motor Pool Mechanic Foreperson		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	46		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Transportation Supervisor or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct a crew of motor pool drivers and mechanics in their functions of servicing, maintenance and repairs under general supervision and perform skilled and semi-skilled maintenance and repair of the District's diesel and/or gasoline powered buses, vehicles, grounds, and other mechanical equipment at a full journey level. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires technical and specialized knowledge of the repair/maintenance characteristics of gasoline and diesel powered engines and functions at a full journey level of classification.

TYPICAL DUTIES

Essential Functions:

- Plans, organizes, schedules, supervises, and performs journey level technical work related to servicing and repairs of District equipment and vehicles.
- Trains and instructs transportation staff in established work methods and procedures.
- Establishes, schedules and prioritizes assigned projects and activities.
- Directs and coordinates mechanics and assistants in the performance of the following duties in coordination with the immediate Supervisor.
- Performs skilled mechanical maintenance and repair of District buses, vehicles, grounds and other mechanical equipment.
- Performs minor and major maintenance/servicing of gasoline and/or diesel powered engines.
- Inspects and diagnoses mechanical defects and determines corrective action required to repair such defects.
- Estimates costs, materials, and parts needed for repairs.
- Performs automotive electrical system inspection and repair work.
- Rebuilds, repairs, and adjusts pumps, cylinders, control valves, motors, and related components.

POSITION DESCRIPTION**POSITION TITLE:** Motor Pool Mechanic Foreperson

- Makes necessary repairs such as overhauling and tuning engines; replacing, adjusting, and repairing transmissions; replacing, overhauling, and adjusting bearings, ignitions, and carburetors.
- Relines, adjusts, and overhauls brakes.
- Repairs suspension systems.
- Performs safety checks and operational tests on District buses, vehicles, and other equipment.
- Performs welding and fabrication work.
- Prepares mechanical maintenance records and documentation on completed jobs, enters records data into fleet maintenance software program.
- Makes emergency road calls as needed.
- Performs routine servicing of vehicles and/or equipment including lubrication, oil changing, battery maintenance, tire changing, and replacement of hoses/belts.
- Maintains shop in clean and orderly condition.
- May oversee the operations of the shop in absence of the supervisor.
- Performs other related duties similar to the above in scope and function as required.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EMPLOYMENT STANDARDS*Knowledge of:*

- Methods, materials, practices and tools of the mechanic trade.
- Operation and repair characteristics of school buses, vehicles, and other mechanically operated equipment.
- Safety rules and regulations as they pertain to mechanical servicing and repair work.
- Gasoline and diesel engines and their operational and repair characteristics.
- The repair and servicing of transmissions.
- Gas and electrical welding as applied to mechanical repairs.
- Proper supervisory methods and practices.

Ability to:

- Understand and follow oral and written instructions.
- Diagnose and repair a variety of vehicle and mechanical malfunctions.
- Safely use and operate the tools, test equipment, machines, and equipment associated with the mechanic trade.
- Maintain appropriate maintenance records and files with computer skills in data entry into fleet maintenance software program.
- Train, schedule, direct and supervise the work of others.

QUALIFICATIONS

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POSITION TITLE: Motor Pool Mechanic Foreperson

Education Required:

- Graduation from an accredited high school or equivalency.

Experience Required:

- Two years of experience as a mechanic foreperson or equivalent.
- Two years of experience as a journeyman mechanic in heavy-duty diesel and gasoline engines.
- Two years of experience as a journeyman mechanic.

Other Required Qualifications:

- A valid and appropriate California Driver's License.
- A safe driving record.
- Meet the physical requirements necessary to safely and effectively perform required duties.

APPROVALS

Date Created/Revised: 02-10-15 / 06-09-15

Cabinet Reviewed: 02-23-15

Board Approved: 03-11-15 / 08-19-15

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)