

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: AUTOMOTIVE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of skilled and semi-skilled duties related to vehicle and equipment maintenance and repair at an assigned campus location; maintain service and repair records.

REPRESENTATIVE DUTIES:

Inspect, diagnose, and locate mechanical difficulties on automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment. *E*

Overhaul, repair, and adjust engines, transmissions, differentials, clutches, and valves and construction equipment hydraulic systems. *E*

Tune-up engines including replacing electrical and electronic parts and cleaning and adjusting carburetors. *E*

Replace or repair faulty parts including wheel bearings, clutches, or oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment. *E*

Repair and replace such components as generators, distributors, relays, lights and switches, repair emergency generator parts. *E*

Pick up and deliver vehicles to designated areas; transport vehicles to outside vendors for specialized repair as required. *E*

Service, repair and maintain electric carts and four-wheel all-terrain vehicles. *E*

Operate a forklift to unload delivery trucks and to move heavy items. *E*

Monitor and record fuel and waste oil levels in underground tanks; maintain tools, equipment and work shop area; maintain computerized inventory of parts. *E*

Maintain inspection, maintenance and repair records. *E*

Prepare smog certification on a variety of vehicles.

Assist in the ordering and purchasing of fuel, oil shop supplies, parts and equipment as required.

Perform a variety of routine maintenance and repair work related to building facilities as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, equipment, and tools used in the overhaul, repair, and adjustment of gas, diesel and electric powered equipment, and HVAC systems.

Operation and care of internal combustion engines.

Basic record keeping techniques.

Basic arithmetic.

Safe work practices.

ABILITY TO:

Use and care for tools and equipment used in the maintenance and repair of vehicles.

Diagnose and service vehicles and mechanical equipment.

Use a variety of tools and equipment with skill.

Work independently with little direction.

Understand and follow oral and written instruction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including specialized training in the maintenance and repair of gas, diesel and electric powered equipment and two years of journey-level experience performing automotive and equipment maintenance and repair duties.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, an appropriate ASE Certification.

Satisfactory completion of pre-employment physical assessment.

Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.

Fumes and noise from equipment operation.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent 3. Often = 51-75 percent
2. Occasional = 25-50 percent 4. Very Frequent = 76 percent and above

- 4 a. Ability to stand for extended periods of time.
4 b. Ability to see for purposes of reading printed matter.
4 c. Ability to hear and understand speech at normal levels.
3 d. Ability to communicate so others will be able to clearly understand a normal conversation.
4 e. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
3 f. Ability to lift 75 lbs.
3 g. Ability to carry 75 lbs.
4 h. Ability to reach in all directions.
1 i. Ability to work in the elements (extreme temperatures).

HAZARDS:

Working around or with machines having moving equipment.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.