

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Maintenance Mechanic – Equipment Repair

BASIC FUNCTION: Under general supervision of area Manager, performs skilled mechanical repair work on automotive and other mechanical equipment, and does other related work as required.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Inspects and diagnoses mechanical defects in machines and equipment.
2. Disassembles motors; repairs and replaces parts; may order necessary parts and materials.
3. Reconditions and adjusts ignition and carburetor systems.
4. Repairs and adjusts hydraulic brakes.
5. Rebuilds and repairs small engines and power tools.
6. Assembles and tests new and repaired equipment.
7. Moves, installs, and services mechanical equipment.
8. Does lubrication, oil changing, battery maintenance, and tire changing.
9. Makes service calls for emergency repairs.
10. May do body repair and automotive painting work; may do welding.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: One year as a skilled mechanic.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: the practices, processes, techniques, tools, and materials used in repair and maintenance of motorized equipment; principles of internal combustion engines; working properties of various metals.

ABILITY TO: diagnose and correct mechanical difficulties; use shop equipment and tools; make repairs; work from blueprints and sketches; initiate and sketch simple design modifications for metal parts and machinery; use calipers, micrometers, thread gauges and other measuring tools of the trade; follow oral and written instructions; work harmoniously with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

09-01-09

CONTACTS:

PHYSICAL EFFORT: Must be able to lift up to 50 pounds.

WORKING CONDITIONS: