



Job Description

Job Title: Automotive and Small Engine Mechanic II

JTC: CDE

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Advanced level mechanical work, that performs preventative maintenance and repairs to gasoline and diesel-powered vehicles such as, tractors, mowers, forklifts and grounds maintenance equipment to maintain equipment and vehicles to good and dependable operational condition.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of conducting maintenance procedures and repairing automotive and small engines. Advanced knowledge of small, large, gasoline, electrical engine operation and repair. Able to maintains and repair vehicles and equipment's which includes; main and connecting rod bearings, clutch plates, differentials and transmissions, brakes, front-end work, motor overhauls, air conditioning systems.

Able to perform routine maintenance on equipment and determining when and what kind of maintenance is needed. Ability to determine causes of operating errors and deciding how to complete and solve the issue. Demonstrate an aptitude in inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Ability to work with colleagues and troubleshoot, diagnose, and repair equipment with accuracy and speed, ability to create effective working relationships with employees. Able to recognize and observe all safety and security procedures, report potentially unsafe conditions, and use equipment and materials properly.

Demonstrate an ability to analyze information and evaluating results to choose the best solution and solve problems. Ability to utilize computer technology to access data and communicate with others. Ability to maintain written equipment maintenance records.

Ability to communicate with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus four (4) years of in automotive experience. ASE certification is required ***
Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the maintenance of batteries, radiators, drive belts, steering boxes, filters, brakes, transmissions, rear axles, tires, lights, mirrors, air conditioning parts, exhaust systems, perform oil changes and grease jobs, etc.

Perform diagnosis of malfunctions and makes initial repairs to transport vehicle and/or other objects to repair shop for major repairs. Performs minor electrical work on ignition systems, lights, instrument panels. Requisitions supplies, parts, oils, and fuels; checks deliveries; maintains records of purchase and requisitions and takes inventory.

Work with colleagues in testing and inspecting small engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.

Ensures all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings and other potentially troublesome areas. Maintains all safety data information current for all products stored or used. Performs welding and minor body repair as necessary.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.