This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**DEPARTMENT:** **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION:** Lead Automotive/Equipment Mechanic \* **WORKING TITLE:**

**EMPLOYEE NAME:**

**SUPERVISOR NAME AND CLASSIFICATION:**

**A. POSITION PURPOSE:**

**B.** **SUPERVISORY/LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

# C. PHYSICAL DEMANDS:

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

# D. WORK ENVIRONMENT:

**E. EDUCATION:** None required.

### F. EXPERIENCE: Combination of progressively responsible training and experience as an automotive and/or equipment mechanic which demonstrates achievement of journey-level skills equivalent to that acquired through completion of a standard apprenticeship program.

In addition to the above experience, two or more years of experience as a journey-level automotive or equipment mechanic that included work coordination responsibilities.

**G. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES:**

* Thorough knowledge of automotive and/or equipment mechanics including electrical systems and brake and engine overhaul.
* Thorough knowledge of methods, tools, materials, equipment and computerized systems used in the maintenance, adjustment and repair of engines, equipment and accessories.
* Working knowledge of wiring and electrical theory and engine principles and of hydraulic systems.
* Working knowledge of applicable state and federal regulations pertaining to automotive and other power-driven equipment, including applicable smog regulations.
* Working knowledge of effective supervisory practices and techniques.
* Ability to make skilled repairs to applicable automotive, maintenance and/or construction equipment.
* Ability to diagnose mechanical and electrical malfunctions and perform a variety of skilled repairs on equipment.
* Ability to work from blueprints, drawings and sketches to fabricate parts.
* Ability to perform required welding; inspect vehicles and equipment and determine extent of repairs.
* Ability to prepare and maintain more complex reports and record and retrieve data related to work performed using manual and/or computerized record-keeping systems and prepare standard reports.
* Ability to provide instruction to unskilled and semi-skilled assistants.
* Ability to read and write at a level appropriate to the position and perform arithmetic calculations required by the position.
* Ability to analyze and respond appropriate to emergency situations.
* Ability to lead, instruct and coordinate the work of a small group or crew of skilled and semi-skilled workers.
* Ability to perform skilled to highly skilled repair, maintenance and modification work.
* Ability to accurately estimate costs, supplies and materials needed.
* Must possess a California Driver’s License valid for the operation of any vehicle or equipment they are required to maintain and operate.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**H. PREFERRED QUALIFICATIONS:**

**I. SENSITIVE POSITION CRITERIA** (Please check ALL that apply to the position):

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[41] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

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Employee Signature Date

|  |  |
| --- | --- |
| **J. ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following | Percentage of Time (%) |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**K. SIGNATURES:** (*Signature indicates that this is an accurate description of assigned duties.*)

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Employee Name Employee SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Area Manager Name Dept Head/Area Manager Signature Date