

Job Description

Position Title: Maintenance Technician 1, Mechanic

Job Group: Facilities

Job Level Group: Support Entry

FLSA Status: Non-Exempt

Position Summary:

Maintenance Technicians provide top level preventative maintenance and repairs on our vehicles to ensure they are always safe and reliable for the people that use them.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. In accordance with industry standards and manufacturer specifications, inspect, service and repair the following for light duty vehicles:
Brake, steering and suspension systems; oil and lubrication; tire changes and rotation; light mechanical and electrical system repairs; fluid inspection and levels Performs preventative maintenance inspections and makes timely repairs. Reports and documents any safety or maintenance issues to supervisor.
2. Utilize Mitchell ProDemand and Accruent Facilities Information Management System (FAMIS) to obtain specifications, estimate and log repair orders, labor, and parts Operates a variety of motorized vehicles, handcarts, and hand and power tools to perform various duties repairing and installing equipment. Performs cleaning and upkeep on all vehicles and tools.
3. Pick up, prepare and deliver vehicles to vehicle custodians.
4. Test drive vehicles for diagnosis and confirmation of repairs Performs data entry input of daily time sheets and posts completed job summaries in computerized maintenance management system.
5. Strictly adhere to all driving, OSHA, DOT and safety laws and regulations
6. Continuously learn new technical information and techniques to stay abreast with rapidly changing automotive technology

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Ability to adapt and maintain professional composure in emergent and crisis situations
5. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocation or technical training in a skilled trade preferred.
- One (1) year of related experience with automotive technician experience in a professional environment required.
- Valid Arizona Driver's License and demonstration of an acceptable driving record
- ASE G1 or ASE A4 and A5 certification or the ability to obtain within the first six months of employment
- One (1) to Three (3) years of related automotive technician experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours