

JOB TITLE: Vehicle and Equipment Technician
PAY GRADE: CL 22
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs a variety of journey level duties involved in minor and major repairs to District vehicles and equipment; assures vehicle compliance with applicable state and federal regulations and guidelines; inspects, diagnoses, overhauls, repairs, and adjusts vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Diagnoses, repairs, cleans, and preps for trips (inside and out) and maintains all District vehicles and equipment, including, but not limited to, buses, heavy trucks, electrically powered vehicles, forklifts, Utility Terrain Vehicle (UTV's), and power generators.
2. Diagnoses, repairs, and maintains vehicles, buses, forklifts, tractors, mowers, electric carts, all electric and hybrid vehicles, generators, scissor lifts, and heavy trucks, including brake systems, engines, transmissions, air-operated valves, switches, regulators, actuators, signal devices, safety devices, charging systems, and heating/cooling/air conditioning systems; changes belts, oil, and fuel; checks and adjusts fluid levels; changes spark plugs, wires, caps, rotors, and emissions control filters; adjusts engine valve train and timing, Diesel Engine Fluid (DEF), and Diesel Particulate Filter (DPF) systems.
3. Skillfully and safely operates District vehicles, including automobiles, vans, forklifts, heavy trucks, buses, tractors, fire engines, heavy lifting equipment, and electric golf carts; maintains current knowledge of uses of various hand and power tools; safely and skillfully operates vehicle systems diagnostic electronic or computerized equipment, tune-up equipment, jacks, and other specialized and general tools used in the vehicle repair trade.
4. Conducts mandated inspections; completes required documentation; keeps maintenance and repair logs; generates reports; tracks invoices; completes work orders; maintains accurate records of the use, storage, handling, and disposal of hazardous materials; maintains accurate records of parts and labor expended in repairs of District vehicles and equipment; orders parts and maintains an adequate stock of supplies, checking in stock as received; takes vehicles to various external vendors for estimates when necessary; maintains accurate gasoline pump records; maintains a log book when driving District vehicles.
5. Performs engine, hydraulic and water pump repairs on rolling stock, including boom trucks, fire engines, forklifts, tractors, and lift gates; inspects, services, and repairs propane or electrically powered vehicles; services and repairs four-wheel drive systems; maintains, repairs, and replaces interior components of vehicles; conducts emergency field repairs, as needed.

6. Diagnoses problems and researches potential remedies using written and electronic tools and equipment; communicates repair information with other District departments and outside vendors.
7. Performs journey level machining and welding work on vehicles or other equipment; uses metal lathe to fabricate specialized tools or parts.
8. Trains bus drivers on daily checkout routines, inspection requirements, and driving skills.
9. Maintains current knowledge of vehicle and equipment repair practices and technology.
10. Operates and monitors vehicle tracking system for vehicle usage and location.
11. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
12. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Extensive knowledge of automotive and heavy equipment diagnostic and tune-up techniques, preventative maintenance practices, and repair practices and technology, including those for gasoline and diesel engines, and computerized control, fuel injection, air conditioning, and electrical systems.
- Advanced emission control procedures and techniques, including smog pre-tests.
- Brake repair practices and techniques, including air brake systems and controls.
- Equipment, power and hand tool operation and techniques common to the trade of automotive repair, including digital diagnostic tools.

Ability to:

- Perform basic to complex gasoline and diesel engine vehicle maintenance and repairs.
- Utilize appropriate diagnostic testing tools, techniques, and methodologies.
- Operate trucks, forklifts, scissor lifts, boom trucks, chain hoists, electric high-lift equipment, and maintenance equipment, including hand and power tools.
- General safety precautions, techniques, and procedures, including safe lifting techniques, "lock-out/tag-out", and safe handling, storage, and disposal of hazardous materials, including refrigerants, gasoline, oil, and other automotive fluids and gases.
- Estimate scope of work assignments and secure necessary tools and materials to complete assignments.
- Read and interpret schematic diagrams.
- Plan and organize work to meet changing priorities and deadlines.
- Perform basic record keeping functions.
- Use computers, office equipment, and related technology sufficiently to perform the duties of the classification, including software or web-based work order system to receive and report work needed and work completed.
- Communicate clearly and concisely, both orally and in writing, including, but not limited to, electronic communications via District assigned smart phone or personal computer (PC).
- Follow oral and written directions.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District Policies and Procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).

Experience

- Three years of increasingly responsible experience in the repair and maintenance of vehicles and equipment.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid Class B Commercial Driver's License, with passenger and air brake endorsement.
- Automotive Service Excellence (ASE) certificates in Engine Repair A1, Brakes A5, Electrical/Electronic Systems A6, Engine Performance A8.
- EPA Refrigerant Handling certificate.
- Fire Tech Mechanic License.
- Forklift Certificate.
- Hazardous Materials Awareness Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, potentially hazardous chemicals, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces, including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025