



California State University San Marcos

Certified Automotive/Equipment Mechanic Apprentice

Job ID: 2018-1363

Job Title: Certified Automotive/Equipment Mechanic Apprentice

Appointment Type: Temporary

Time Base: Full-Time

Description:

PURPOSE OF POSITION: Under immediate supervision, in a trainee capacity, the Certified Automotive/Equipment Mechanic Apprentice performs a variety of progressively more complex duties related to the automotive/equipment mechanic trade such as performing preventive maintenance, repair and modification of automotive, maintenance, construction and/or other power driven equipment.

MAJOR RESPONSIBILITIES % OF TIME

1. Inspect, Services, Repair, Maintain, Repair Automotive, Maintenance, Grounds, Electric Vehicles, and 60% Diesel Generators
2. Overhaul, Repair or Adjust Engines, Transmissions, Ignitions, Electrical, Fuel and Cooling Systems and 20% Related Component Systems
3. Maintain Records and Complete Vehicle/Equipment Reports 10%
4. Apprentice Training and Perform Administrative Functions 10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. Inspect, Service, Maintain, Repair Automotive, Maintenance, Grounds, Electric Vehicles, and Diesel Generators
 - a. Assist with performance of diagnostic tests using engine analyzers; make minor repairs to automotive and/or equipment.
 - b. Assist with installation and repair of special equipment;
 - c. Assist with operating and maintaining tools, machinery and computerized systems used in the maintenance, repair and fabrication of automotive, maintenance, and grounds equipment; as well as campus diesel generators
 - d. Assist with performing preventative maintenance on all equipment
 - e. Assist in troubleshooting and repair all systems and components
 - f. Assist with performance of smog tests
 - g. Assist with cleaning and servicing tools and equipment
 - h. Assist with preventive maintenance
 - i. Assist with responding to emergency break downs and calls
 - j. Assist with inspection of completed work to ensure compliance with standard trade practices;
 - k. Assist with inspection of automotive, maintenance, construction equipment to determine corrective action necessary

l. Assist with minor to major repairs to automotive and/or equipment, fabricate, construct and/or modify new or special equipment, mechanical and engine parts, and body parts

m. Assist with repair of pumps and compressor engines

2. Overhaul, Repair or Adjust Engines, Transmissions, Ignitions, Electrical, Fuel and Cooling Systems and Related Component System

a. Assist with overhauling, repair or adjustment of engines, ignitions, electrical, fuel and cooling systems and related component systems

3. Maintain Records and Complete Vehicle/Equipment Reports

a. Assist with collecting data for various state and federal organizations that require reports and records to be maintained on equipment use, inspections and safety check-ups

b. Assist with maintaining vehicle inspection, maintenance, and repair records using manual and/or computerized record-keeping systems

c. Assist with estimating cost, time, and materials for electrical projects and billable projects, which may include using RS Means data to determine costs for projects

d. Performs all work in accordance with established safety procedures e. Assist with preparing reports

4. Apprentice Training and Perform Administrative Functions

a. Participates training and education within the apprenticeship program

b. Assist with maintaining computer records and retrieves data

c. Participates in staff meetings

PROVIDE LEAD DIRECTION OF OTHERS: N/A

REQUIREMENTS OF POSITION:

1. List education and experience required

a. High School Diploma, California GED, OR equivalent combination of education and experience

b. Must be at least 18 years of age

c. Must successfully meet and pass a pre-employment medical examination, drug screen and criminal background check

d. Valid California Drivers License

2. List knowledge, skills, and abilities required for this position.

a. This classification will be used in conjunction with a formal training program of on-the-job training and supplemental education which outlines the training objectives and provides a method for the evaluation of performance while working to achieve those objectives.

b. Must be able to work in a trainee capacity, demonstrating continued progress and improvement in making skilled repairs to applicable automotive, maintenance and/or construction equipment

c. Ability to read, interpret, and work from blueprints, drawings, and sketches to fabricate parts

- d. Ability to maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; experience in estimating cost and time and materials of mechanical work and repairs
 - e. Ability to learn the methods, materials, tools and equipment used in the automotive/equipment mechanics trade, including the computerized systems used in the maintenance, adjustment and repair of engines, equipment and accessories.
 - f. Ability to diagnose mechanical and electrical malfunctions
 - g. Ability inspecting vehicles and equipment to determine extent of repairs
 - h. Ability identifying and using the tools and materials of the trade
 - i. Must be able to develop work habits, knowledge and abilities pertinent to the trade
 - j. Must be able to follow oral and written instructions
 - k. Ability to read and write at a level appropriate to the position
 - l. Ability to perform arithmetic calculations as required
 - m. Demonstrated ability to establish and maintain cooperative working relationships with others within and outside of the work group
 - n. Demonstrated commitment to the principles of diversity and multiculturalism
 - o. Ability to analyze and respond appropriately to emergency situations
 - p. Ability to demonstrate a definite interest in a career as an Automotive/Equipment Mechanic, and meet all the criteria as defined in the CSU and SETC Apprenticeship Standards Addendum
3. List machines, tools, equipment, and motor vehicles used in the performance of the duties
- a. Computer
 - b. Diagnostic equipment
 - c. Hydraulic lifts
 - d. Various handpowered tools
 - e. Operate vehicles and heavy equipment
4. Unique working conditions
- a. Overtime, alternative work shifts, shift differential, and call back
 - b. Extended periods of standing, stooping, and reaching to maintain equipment
5. Other Employment Requirements
- a. The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. Limited Reporter
 - b. This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

c. This position must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training; Information Security Awareness Training; Sexual Violence Prevention (Title IX) Training.

d. This position is required to complete mandatory campus Defensive Driving training.

6. Other Employment Requirements

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