



Housing Authority
of the
County of Tulare

CLASSIFICATION: JOURNEY PERSON MECHANIC

RESPONSIBLE TO: MAINTENANCE PROGRAM DIRECTOR

DEFINITION: Responsible to the Maintenance Program Director in the performance of service and repair of Housing Authority vehicles, equipment and tools; and other duties as required.

EXAMPLES OF DUTIES: Performs a wide variety of automotive, equipment and preventive maintenance duties, including service and repair work on Housing Authority vehicle fleet, trucks, tractors, forklifts, grounds-maintenance equipment, building-maintenance equipment and standby generators; develops vehicle- and equipment-maintenance schedules; estimates repair costs, service charges and parts costs and makes outside purchases and decisions on service and repair; negotiates vendor contracts/price quotes; presents oral and written reports and safety training; tags, marks and sets up inventory for new vehicles, equipment tools, instruction manuals, rental equipment and safety equipment; picks up, delivers and test drives vehicles; performs roadside-emergency assistance. Performs general building maintenance and repair of shop and administrative office, as necessary.

EDUCATION/EXPERIENCE: Graduation from college or technical-trade institute with certifications in general automotive repair; three years of experience in automotive or general equipment repair, preferably a combination of both.

KNOWLEDGE OF: General automotive, small engine, power tool and equipment diagnostics and repair; service and repair-cost estimating; inventory control; proper storage and disposal of hazardous-waste materials; general building maintenance and repair; service and maintenance of gasoline pump, car-wash equipment, pressure washer and paint/chemical sprayers.

SKILLS TO: Troubleshoot and repair a wide variety of vehicles, tools and equipment. Maintain inventory-stock supplies; operate and maintain street sweeper; formulate and maintain fleet vehicle and equipment service schedules and related paperwork; load and unload supplies and materials using a forklift or cart lift; prepare daily work orders.

DISIRABLE QUALIFICATIONS: Previous experience as an automotive or heavy-equipment mechanic.

**Housing Authority of the County of Tulare
Journeyman Mechanic (Continued)**

PHYSICAL CHARACTERISTICS: Manual dexterity of hands and wrists to use tools, operate power equipment, fill out reports, work orders, etc. Mobility to move around and under equipment. Flexibility and strength to bend and reach on a continuous basis. Good verbal and hearing skills to be able to understand and give instructions and communicate with other employees and the public; good eyesight to be able to perform all of the above and other duties in a safe manner; ability to operate a

motor vehicle and heavy equipment, as necessary. Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Must be able to tolerate working in heat and cold-weather conditions. Regular attendance required.

LICENSES/CERIFICATES: A valid California Driver's License; forklift operator's license; automotive technician certifications and refrigerant certification.