

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **STUDENT INTERN - MECHANIC**

GRADE LEVEL: AA

SUPERVISOR TITLE: Fleet Services Supervisor

FLSA STATUS: [X] Non-Exempt










DEFINITION

Under immediate supervision, to perform a variety of maintenance and repair work on vehicles, equipment, and stationary engines

CLASS CHARACTERISTICS

This is a temporary entry level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a 7-day period. Positions assigned to this level perform assigned mechanic functions under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Conduct preventative maintenance work on District vehicles; i.e.; oil, filters, lube etc. on gas and diesel engines
-  Diagnose, troubleshoot and repair all District vehicles including heavy trucks and equipment
-  Document odometer readings on vehicles and equipment
-  Service and repair of all stationary engines
-  Repair computerized and electrical engine controls on District vehicles
-  Maintain emission files for State inspection and B.I.T. Program for heavy equipment and trailers
-  Maintain parts replacement list, order parts, and document planned and completed service
-  Respond to vehicle emergencies in the field
-  Diagnose and repair hydraulic systems on equipment and air compressors

- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Basic automotive maintenance and repair

Ability to:

- ✎ Operate a variety of hand and power tools
- ✎ Operate equipment for service and repairs

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Six (6) months or more of automotive experience

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical abilities:

- ✎ Operate District vehicles going to and from repair/job sites
- ✎ Pull, push, reach, carry, and lift equipment and parts weighing up to 60 lbs.
- ✎ Stoop, kneel, crouch, crawl and climb during vehicle and equipment maintenance and repair work
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Regularly use a telephone or radio for communication
- ✎ Stand for extended periods
- ✎ Hearing and vision within normal ranges

The essential functions of this position may expose the employee to the following working conditions:

- ✎ Inclement weather
- ✎ Toxic materials and gases

- ✎ Electrical hazards
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Dealing with extreme heat and noise from the engines

OTHER REQUIREMENTS

- ✎ Willingness to work nights, weekends and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date