

**Senior Mechanic**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244871>

Downloaded On: Dec. 22, 2024 2:59am

Posted Sep. 16, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Senior Mechanic
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Sep. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5633943">https://apptrkr.com/5633943</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Senior Mechanic**

HR EMPLOYMENT/CAREERS  
**Initial Review Date: 10/09/24\*\***

**\*\*Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.**

**Salary Grade: C3-54**

**Starting Salary:**

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\$6,730.80 (per month)

**Full Salary Range:** \$6,730.80 - \$8,946.11 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**DEFINITION:**

This is a skilled position at the journey level, involved in servicing, repairing and maintaining a variety of vehicles and operating equipment, both conventional and power driven. The employee uses appropriate tools, safety techniques, equipment and supplies in keeping the vehicles and fuel engine equipment of the District in a safe operating condition. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

Incumbents in this classification are assigned to work in the automotive mechanic trade, but many also be assigned to assist other Plant Services personnel as needed.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

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Depending upon assignment, duties may include, but are not limited to, the following:

### **General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all local, state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general mechanic duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

### **Trade Responsibilities**

In addition to performing Journey level responsibilities, the position will be responsible for the following duties:

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1. Prepares reimbursement documentation and initiates process for payments of spare parts vendor invoices.
2. Maintains vehicle records and schedules maintenance and repairs.
3. Completes required reports.
4. Ensures compliance with HAZMAT regulations.
5. Ensures shop is stocked, cleaned, and in safe condition. Responsible for annual maintenance schedules.
6. Oversees and schedules work for all apprentice and journey level workers assigned to area; assists in the hiring process.
7. Coordinates work effort of other shops to ensure prompt accomplishment of projects.
8. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.
9. Maintains equipment rooms, vehicles and tools.
10. Inspects new vehicles purchased by District.
11. Coordinates any vehicle revisions including outfitting and equipment.
12. Coordinates with Risk Management for insurance and registration requirements.
13. Performs maintenance on police vehicles equipped with specialized equipment.
14. Performs weekly inspections for campus-wide building generators, including maintaining logs and coordination with the  
Environmental Health & Safety Department.
15. Environmental Health & Safety Department.
16. Performs fuel tank inspections (above and below ground), attends specialized training and coordinates with the Environmental Health & Safety Department on regulatory inspections.
17. Maintains the SMOG program for the fleet.
18. Coordinates with all agencies and departments for recovered vehicles (accidents, theft, etc.).

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Methods of diagnosing, analyzing and repairing malfunctions of engines and auxiliary equipment.
2. Basic operations and the terminology used in automotive service and repair work.
3. Methods, materials, tools, safety practices and equipment used in the automotive mechanic trade.
4. Safety factors in the operation of equipment and materials.
5. Applicable safety codes, ordinances and regulations.

**Ability to:**

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1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from manuals, vehicle manufacturers' information sheets, and electrical schematics.
4. Install, maintain, adjust, and check a variety of automotive equipment.
5. Analyze, diagnose, and troubleshoot and repair automotive malfunctions.
6. Maintain accurate records and reports on completed assignments.
7. Assign work to and oversee the work of Apprentices in the automotive mechanic trade.
8. Operate and maintain a variety of equipment and tools.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent **AND** three years of experience in a comparable position.

### **License or Certification**

1. Certification: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### **WORKING CONDITIONS:**

#### **Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to dust particles, chemicals and fumes.

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4. Includes travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:**



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Full-Time, Permanent, 12-months per year

**Work Schedule:** 6:00 am to 2:30 pm with 30 min lunch

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1842?c=fhda>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Foothill-De Anza Community College District

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