

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Mechanic	CLASSIFICATION: Non-Exempt	LOCATION: TBD Work Designation: OS
MANAGER/REPORTS TO: Director of Facilities and Transportation	OVERTIME ELIGIBLE: YES	# OF DIRECT REPORTS:

GENERAL STATEMENT OF RESPONSIBILITIES:

Coordinates district transportation needs and maintains a fleet of vehicles in sound, safe operating condition.

ESSENTIAL FUNCTIONS:

Standard Expectations:

1. Performs routine maintenance and repair of all vehicles, trailers, and other motorized and educational program equipment.
2. Purchases parts and supplies as necessary.
3. Maintains maintenance, mileage, and expense records for all district vehicles.
4. Makes recommendations for the purchase of new vehicles and disposal of old vehicles.
5. Maintains and repairs shop equipment to ensure a safe and orderly work environment.
6. Furnishes reports on mileage, expense, and other pertinent data to Director.
7. Safely performs all tasks, exercising appropriate safety procedures and precautions.
8. Performs other duties as assigned.
9. Small Engine repair, gasoline, propane, and natural gas engines.
10. Responds to vehicle emergencies and roadside service required by NPC vehicles.
11. Working knowledge of vehicles from 1996 to the present.

The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, WebEx, and various other Microsoft 365 programs.	Intermediate

Communication	Ability to communicate effectively with faculty, staff, and the general public. Excellent intrapersonal skills.	Advanced
Vehicle Maintenance	Extensive demonstrated knowledge of vehicle maintenance and diagnostics, including preventative maintenance and proper repair procedures to ensure the safety of vehicles, users, and proper use of equipment. Extensive knowledge of gasoline engines, diagnostic equipment, and public vehicle regulations.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Intermediate
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Intermediate
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions. Must be able to lift more than 50 pounds, work under vehicles, kneel, and use a hand, mechanical and electrical tools effectively. Other essential sensory abilities include taste, smell, and touch.	Basic

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Minimum of three years of experience in general vehicle maintenance.

PREFERRED QUALIFICATIONS:

- Associate's Degree or Certification in vehicle maintenance or related field
- Six years of experience in general vehicle maintenance. Diesel and hydraulics and generators are a plus.

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days

- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long-Term Disability Insurance