



Pleasant Valley Recreation & Park District, Camarillo, California

**EMPLOYMENT OPPORTUNITY**

**PART TIME MECHANIC**

Salary Range \$27.66 – \$35.14 per hour

Avg. 19 hours per week

**Application Material Due Immediately**

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The Pleasant Valley Recreation & Park District is currently accepting applications for a part time Mechanic to work in our Parks department. Our Mechanic is responsible for the Parks fleet of approximately 20 vehicles, this includes minor repair, routine maintenance such as oil changes and diagnostic services; maintaining the District's auto shop; as well as minor repair to small engines. We are looking for a positive, self-starter with good customer service skills, a "can do" attitude and the ability to work independently as a member of a cohesive team.

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**SUMMARY:** Performs maintenance and repair services on District vehicles and equipment; to maintain and repair gasoline and diesel powered automotive, heavy and light construction, and other power-driven equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power-driven equipment.
- Inspect, diagnose and locate mechanical difficulties on a variety of gasoline or diesel-powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Documents parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and

diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.

- Basic/intermediate knowledge of: mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs, and shop safe work practices.
- Ability to: operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

**EDUCATION and/or EXPERIENCE:** Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years' work experience; or five (5) years' work experience in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime or be required to adjust schedule due to special events.

### **APPLICATION AND SELECTION PROCESS**

Application forms may be obtained at the District Office at  
1605 E. Burnley St., Camarillo, CA 93010 -or – at [www.pvrpd.org](http://www.pvrpd.org)

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Note: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

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Apply Immediately

**Application Material Due Immediately**

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District	Phone:	805-482-1996 x113
C/o Human Resources	Fax:	805-383-0316
1605 E. Burnley Street	Email:	kdrewry@pvrpd.org
Camarillo, CA 93010	Web:	www.pvrpd.org

*The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.*

All supplemental forms and certifications **MUST** be submitted with the completed PVRPD Employment Application.  
PLEASANT VALLEY RECREATION AND PARK DISTRICT, CAMARILLO, CA

**MECHANIC - SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION**

Supplemental forms that are incomplete or missing information may disqualify the application.

Full Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Please list any post-secondary school(s) attended and any certificates and/or degrees earned.

2. What Current and/or past certifications have you possessed within the last 10 years?

Examples Include:

- DOT Certified Commercial Vehicle Inspector
- ASE Master Technician for Automotive Light
- ASE Master Technician for Heavy Truck
- Automotive Refrigerant Recovery and Recycling certification that is approved under EAP
- Engine Repair
- Automotive Transmission/Transaxle
- Drive Train and Axles
- Class A or B Commercial Driver's License

3. Which of the following best describes your years of experience performing mechanic duties?

- No Experience
- Less than 1 Year
- 1 to 2 Years
- 3 to 4 Years
- 5 Years or More

Please describe your mechanic experience.

4. Which of the following best describes your years of experience managing a vehicle fleet?

- No Experience
- Less than 1 Year
- 1 to 2 Years
- 3 to 4 Years
- 5 Years or More

Describe your experience, please include the number of vehicles in the fleet you managed.

5. Describe your experience maintaining a parts inventory for fleet maintenance.

6. Describe your experience with garage inspections of hoists, lifts, jacks, cranes, fuel pumps, etc.

7. This position requires that you complete on-line orders of parts as well as maintaining a digital inventory of stock. Please describe your computer skills, include your experience with Microsoft Word, Excel, & Outlook as well as any fleet management system you may have used.

I certify that all answers to the above questions are true and understand that any false information on this supplemental questionnaire will be cause for rejection of this application or termination of employment.

Signature\_\_\_\_\_ Date\_\_\_\_\_