



Memorandum of Understanding

Between

California School Employees Association and its Merced College Chapter 274

and

Merced Community College District

Revisions to the Automotive Mechanic III Job Description and Range

This Memorandum of Understanding (MOU) is agreed to between the California School Employees Association and its Merced College Chapter 274 ("CSEA") and the Merced Community College District ("District") to address revisions to the job description and salary range for the Automotive Mechanic III position.

WHEREAS, the parties met on October 14, 2024, and share a mutual interest in recommending the following for ratification and Board approval:

- Updating the job description for the Automotive Mechanic III position, and
- Increasing the salary range for the Automotive Mechanic III position from Classified Range 22 to Classified Range 24; and

THEREFORE, the parties recommend the attached revised job description for the Automotive Mechanic III position for ratification and Board approval.

This agreement shall take effect upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees.

For CSEA


Sandi Goudy (Nov 22, 2024 09:26 PST)

CSEA Chief Negotiator, Sandi Goudy

For the District


Chris Vitelli

Superintendent/President, Chris Vitelli


Darwin I Duncan (Nov 27, 2024 12:38 PST)

CSEA LLR, Darwin Duncan



MERCED COMMUNITY COLLEGE DISTRICT

AUTOMOTIVE MECHANIC III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. ~~Specifications are not intended to reflect all duties performed within the job.~~

SUMMARY DESCRIPTION

Under ~~general~~ limited supervision, performs journeyman-level work in the repair, overhaul and maintenance, ~~and maintenance of the~~ of all District's vehicles and ~~gasoline and diesel powered automotive~~ equipment; including, but not limited to cars, light trucks, electric and motorized carts and a variety of compact power equipment.; ~~and to do related work as required.~~

REPORTS TO

Assistant Director of ~~Facilities Management~~ Maintenance and Transportation

SALARY RANGE

~~22-24~~

REPRESENTATIVE DUTIES

1. Performs complex mechanical work in the maintenance and repair of all District gasoline and diesel-powered ~~heavy duty~~ heavy-duty automotive equipment, compact power equipment, including electric vehicles, trucks and forklifts
2. Makes decisions as to the extent and type of repair to be done on individual pieces of equipment
3. Overhauls engines, transmissions, brake systems, differentials, air conditioning systems, carburetors
4. Tunes engines
5. Orders parts and accessories
6. Cares for and conducts preventative maintenance on ~~maintains~~ shop tools and equipment
7. Keeps records of repairs and maintenance work as prescribed by the California Highway Patrol
8. ~~Certifies~~ Maintains and prepares vehicles ~~in accordance with~~ for State smog laws ~~regulations~~ compliance
9. Prepares District vehicles and carts for District travel and maintains vehicle travel log
10. Ensures all District vehicles and carts are parked and locked in assigned areas. Ensures all keys are properly labeled and put away correctly
11. Keeps record of inventory
- ~~8-12.~~ Uses ~~of~~ work order system to create and update status on repair orders
- ~~9-13.~~ Assigns work and supervises student assistants
14. ~~Responsible~~ Coordinates ~~for~~ shop activities
- ~~10-15.~~ Follows safe operation procedures to ensure a hazard-free working environment
- ~~11-16.~~ Other related duties as assigned

QUALIFICATIONS

Knowledge of...

- Methods, materials, tools, and equipment used in the maintenance and repair of gasoline and

- diesel-powered automotive equipment
- Principles and methods used in a program of preventative maintenance for automotive equipment
- **Work order system for tracking of repair orders**
- **Proper disposal of hazardous materials**
- Safe driving procedures

Ability to...

- Inspect, locate, and diagnose mechanical defects
- Estimate the cost of repairs
- Order supplies and equipment
- Use the tools and equipment necessary in the repair and maintenance of automotive equipment
- Keep records
- Follow oral and written direction
- Work cooperatively with others
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

REQUIRED EDUCATION AND EXPERIENCE

Education/Training/Experience

~~High school diploma OR GED AND four (4) years applicable experience~~ **Associate's degree AND four (4) years of applicable experience OR bachelor's degree high school diploma AND certificate three (3) years applicable experience AND applicable certifications OR bachelor's degree AND one (1) year of applicable experience OR associate's degree AND three (3) years of applicable experience AND certificate OR high school diploma AND journeyman-level professional training associate's degree AND at least one two (1) (2) years of applicable experience OR the equivalent education and experience.**

License or Certificate

ASE Certification

EPA Certification

Possession of a valid California driver's license-

DESIRED QUALIFICATIONS

Education/Experience

None

License or Certificate

None

PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment

Work is performed in an indoor and outdoor work environment with regular exposure to fumes, dust, and odors. There may be travel to different sites and incumbents may be required to work extended

hours including evenings and weekends.

Hazards

- Exposure to cleaning agents and chemicals
- Working on ladders

Physical Ability to...

- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation
- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend and twist, stoop, kneel, crawl, push, pull
- Lift 60 pounds
- Carry 60 pounds
- Reach in all directions
- Work at heights
- Ascend and descend a ladder
- Work in the elements (extreme temperatures)

Vision

See in the normal visual range with or without correction.

Hearing

Hear in the normal audio range with or without correction.

Revised ~~10/14-2024~~ ~~12/2019~~