



Mechanic Assistant

DISTINGUISHING CHARACTERISTICS:

The Mechanic Assistant is a journey level maintenance classification performing routine service tasks on light and heavy equipment and providing assistance to Solid Waste Equipment Mechanics. This class is distinguished from the next higher level classification of Solid Waste Equipment Mechanic in that the latter performs skilled journey level mechanical repairs on a full range of equipment.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following examples.

- Fuels equipment and checks fluid levels; checks, mounts, rotates and repairs tires/tracks on passenger vehicles, trucks and heavy construction equipment; changes engine, transmission, differential and power take-off lubricants; lubricates vehicles and equipment; inspects brakes, steering and suspension systems.
- Repacks wheel bearings or replaces as needed; removes and replaces shock absorbers, mufflers, catalytic converters, tail pipes, radiators, water pumps, thermostats, clamps and hoses; performs routine engine tune-ups; Diagnoses and repairs fuel leaks.
- Installs warning beacons, headlights, taillights and minor electrical devices.
- Performs welding and brazing; replaces cutting edges and end bits on bulldozers and scrapers; assists in special fabrication projects.
- Picks up and delivers parts and makes service calls.
- Washes or steam cleans autos and trucks and heavy equipment.
- Inspects vehicles for operating conditions and safety problems; reports problems to mechanics.
- Checks and replaces coolant, hydraulics and pneumatic hoses.
- Maintains servicing records of vehicles and equipment, utilizing computers and computerized equipment.
- Washes and cleans shops and vehicle service areas.
- Road tests vehicles; drives vehicles or equipment as required; inspects vehicles in shop and field.
- Maintains and repairs small engines and similar equipment found on pumps.
- Reads and interprets manuals, drawings and specifications.
- Estimates labor, material and equipment required to complete assignments.
- Ensures proper safety precautions are observed.
- Performs other related duties as requested

REQUIEREMENTS FOR EMPLOYMENT: Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

- High school diploma or equivalent required.

Experience

- And two (2) years' experience working in the maintenance and repair of vehicles or heavy construction equipment.

License/Certificate:

- Possession of a valid Class C California driver's license and an acceptable driving record.
- Depending on assignment, possession of a Class B driver's license with tanker and hazardous materials endorsements may be required.

COMPENSATION AND BENEFITS: The Ventura Regional Sanitation District offers employees an array of benefits including:

- **Cafeteria Plan:** Non re-presented employees receive up to \$1,192 in monthly contribution for medical, dental, and vision insurance coverage, with up to \$528 eligible for receipt as cash-in-lieu for unspent employer contributions.
- **Annual Leave:** Employees receive a comprehensive annual leave. Initial accrual rates start at 143.78 per year for IUOE members.
- **Holidays:** 8 Holidays, 4 Floating Holidays, and 2 hours on New Year's Eve.
- **Life Insurance:** \$10,000 Term Life
- **457/Roth 457 Deferred Compensation Plan:** Plan options available for Voluntary Benefits.
- **Disability Insurance:** Options for Long Term Disability Insurance
- **Flexible Spending Plan:** Options include Health Insurance for Pretax Premiums, Medical/Dependent Care Spending, and Life/Accident Insurance for employee and family.
- **Textbook & Tuition:** The District provides up to \$5,250 per year.
- **Retirement:** Provided by the Ventura County Employees' Retirement Association (VCERA), which offers reciprocity with CalPERS and some other public retirement Systems.
- **Social Security:** Both VRSD and employees contribute to Social Security.



To be considered, submit an application and resume through our website. If you have any questions, contact Mayra Rodriguez at (805) 658-4638, mayrarodriguez@vrzd.com.