



**Job Title:** Vehicle Mechanic II  
**Job Code:** 451  
**Department:** Vehicle Maintenance  
**Reports to:** Facility & Vehicle Maintenance Manager  
**Class Code:** 9066  
**FLSA Status:** Nonexempt  
**Salary Level:** Hourly 18  
**File Name:** Vehicle Mechanic II.doc  
**Prepared Date:** 04/14/09, 2/28/17, 5/5/18, 12/18/2020

### **SUMMARY**

Under the direction of the Facilities & Vehicle Maintenance Manager, the Vehicle Mechanic II operates and inspects automotive, golf cart, snow grooming, and mechanical equipment to diagnose defects, analyze malfunctions, and perform overhaul, servicing, maintenance, and repair work as required. The Vehicle Mechanic II is responsible for the mechanical care and well being of all Tahoe Donner vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Locate, correct and adjust defects in complex automotive, heavy duty, golf cart, and snow grooming equipment.
- Test for commercial driver's licenses.
- Performs skilled work to repair, overhaul and maintain gas, diesel, and electrically powered automotive, golf cart, and snow grooming equipment.
- Diagnose, repair, adjust and replace necessary units and parts such as rods, valves, pistons, gears, bearings, fuel and exhaust components, assemblies, and cooling systems.
- Repair, overhaul and replace brakes, ignition systems, transmissions, differentials, and axle assemblies.
- Repair and install hydraulic pumps and controls.
- Repair, overhaul and assemble electrical equipment such as generators, distributors, ignitions, and starters.
- Maintain a clean and organized work area.
- Install and repair accessories such as radios, heaters, mirrors and windshield wipers.
- Maintain detailed records of time and materials used for completion of diagnosis.
- Maintain and use appropriate and necessary personal safety equipment and practices.
- Use computerized shop software programs to generate data to track usage and repair.
- Help maintain and log parts invoice log.
- Operate snow grooming machinery at downhill and cross-country ski areas as necessary to diagnose and test equipment or in case of emergency.
- Weld and fabricate metal material.

In absence of Facilities & Vehicle Maintenance Manager, prioritize the mechanical needs of the Association and coordinate vehicle maintenance staff members to efficiently meet these needs.

### **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.

### **EDUCATION and/or EXPERIENCE**

One-year certificate from college or technical school plus one year of shop experience; or three years related experience and/or training as a mechanic; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current California Class B driver license with a driving history that meets the minimum standards required by Tahoe Donner Association's insurance carrier. Obtain a minimum total of six ASE certifications within first year in Mechanic II position.

### **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 regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and/or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually very loud.