

**Institution: San Quentin State Prison**

**JOB DESCRIPTION**

Job Title: Automobile Mechanic, CF  
Position #: 095-243-6868-001  
Division: Business Services  
Department: Procurement and Services Officer II, CF - Garage  
Reports To: Equipment Maintenance Supervisor, CF  
Prepared By: Candace Cable  
Prepared Date: May 28, 2020  
Approved By: \_\_\_\_\_

**SUMMARY:**

Under the direction of the Equipment Maintenance Supervisor, CF; the Automobile Mechanic will do skilled work in the adjustment, servicing, and repair of automotive equipment; instructs and leads Automobile Mechanic Trainees; may instruct, lead, or supervise inmates, wards, or resident workers; and perform other related work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: (other duties may be assigned):**

- 40%** The automobile mechanic will inspect all automotive equipment on a regular basis for safety and road worthiness; perform routine service and major and minor repairs as required including but not limited to tune-ups, tire rotation and replacement; wheel balancing; installation of spark plugs, points, condensers, distributor caps, minor and major engine overhauls, and minor and major transmission service; installation and adjustment of brakes and any other minor or major repairs as needed; maintain service records on each vehicle showing service mileage, service performed, and cost.
- 25%** Supervise and train inmate workers to perform service and repairs on institution vehicles, proper and safe use of tools and equipment; and maintain security of the garage and vehicles. Conduct periodic searches of area and vehicles for contraband; maintain tool control, conduct clothed body searches on inmates; maintain inmate timekeeping and work records. Prepare work supervisory reports for inmates,, provide inmate safety training, and enforce safety regulations.
- 20%** Dispatch pool vehicles and maintain issue logs with destination and return information; consult with institution staff concerning service and maintenance of vehicles assigned to specific departments; write periodic reports on fleet condition as required by administration and other controlling agencies.
- 10%** Assist with procurement of parts and supplies, including but not limited to solicitation of price quotes and processing in the Business Information System. Maintain inventory of automobile and garage supplies.
- 5%** Attend training and staff meetings as required. Perform other duties as required within the scope and duties of an auto mechanic.

Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves and others or to property; maintains security of the working areas and work materials; inspects premises and searches inmates; documents inmate behavior; writes reports.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:** None noted.

**SUPERVISORY RESPONSIBILITIES:** None noted.

**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:** **Experience:** **Either I:** Twelve months of experience as an Automobile Mechanic Trainee, Range C, in California state service. **And:** Education: Eighteen semester units in automobile mechanics from an accredited junior college or comparable institution. **OR II:** Four years of experience in California state service performing the duties of a Mechanic's Helper, at least one year of which shall have included experience in the overhaul and repair of the major components of automotive equipment. **OR III:** Completion of a recognized apprenticeship as an Automobile Mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.) **OR IV:** Three years of experience diagnosing malfunctions, overhauling, repairing, and maintaining engines, automatic and standard transmissions, clutch, and brake systems, and other major components of automobiles and trucks. [Successful completion of automotive technology or automotive mechanics technology vocational education or training courses offered by an institution recognized or accredited by the Western Association of Schools and Colleges may be substituted for up to one year of the required experience on the basis of three (3) semester units or four and one-half quarter units, equal to one (1) month experience.]

**KNOWLEDGE AND ABILITIES:** **Knowledge of:** Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, including internal combustion engines; methods used in a program of preventive maintenance for automotive equipment.

**Skill in:** Adjustment and repair of automotive equipment.

**Ability to:** Operate machine tools used in automotive repair and do welding and brazing work; inspect automotive equipment, locate defects, and estimate the cost of repairs; read, interpret, and work from plans, drawings, and specifications; requisition and store a supply of automotive parts; keep records and make reports; instruct and supervise unskilled assistants; follow oral and written directions; analyze situations accurately and take effective action; read and write at a level appropriate to the classification.

**LANGUAGE SKILLS:** Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

**REASONING ABILITY:** Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a Class A Motor Vehicle Pollution Control Device Installer's License. And possession of a Class III California driver's license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less).

**OTHER SKILLS AND ABILITIES:** Ability to maintain regular attendance and to be punctual.

**OTHER QUALIFICATIONS:** None noted.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**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.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Frequently – to repair and maintenance automotive equipment.

**Walking:** Occasionally – walking to various areas for supervision or maintenance/repair of various projects.

**Sitting:** Occasionally - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

**Lifting:** Occasionally - to move various pieces of equipment/machinery, and various office equipment.

**Carrying:** Occasionally - to move the above noted items short distances within the office.

**Bending/Stooping:** Occasionally – in the course of repairing/maintaining the minor construction of buildings.

**Reaching in Front of Body:** Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

**Reaching Overhead:** Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

**Climbing:** To utilize stairs

**Balancing:** To maneuver the uneven terrain in and around the institution.

**Pushing/Pulling:** Occasionally - to open and close drawers and binders.

**Kneeling/Crouching:** N/A.

**Crawling:** N/A

**Fine Finger Dexterity:** Frequently - to sort through paper, operate a computer and ten-key, and write notes.

**Hand/Wrist Movement:** Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

**Driving Cars/Trucks/Forklifts or Other Moving Equipment:** Frequently – to perform duties of an Equipment Maintenance Supervisor in the Garage and around the institution.

**Hearing/Speech:** Occasionally - to communicate with co-workers and by telephone.

**Sight:** Constantly - to access a computer, read, review and generate paperwork.

**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.

The Automobile Mechanic, CF works in an open office area where each employee may have their own desk area. Floors may be carpeted/linoleum covered concrete and lighting florescent. Temperatures may be thermostatically controlled. The Automobile Mechanic, CF works in the Garage, to perform vehicle repair work, which is an open floor space that is well lit and ventilated with various vehicle tools and equipment.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Various heating, electrical, mechanical, and power equipment, phone, computer, copy machine.

**COMMENTS:** Work hours are 6:00am to 2:00pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

**EMPLOYEE'S COMMENTS:**

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Supervisor's Statement:** I have discussed the duties of the position with the employee.

\_\_\_\_\_  
Print Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date