

**FT Equipment Mechanic  
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=257172>

Downloaded On: May. 21, 2025 1:54am

Posted May 20, 2025, set to expire Jun. 13, 2025

**Job Title** FT Equipment Mechanic  
**Department** Equipment Mechanic-25  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** May 20, 2025

**Application Deadline** 06/13/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**FT Equipment Mechanic**

**Salary:** \$74,036.28 - \$89,043.00 Annually

**Job Type:** Full Time

**Job Number:** Equipment Mechanic-25

**Closing:** 6/13/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Equipment Mechanic-25

**Division:** Facilities

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### **Description**

#### **Equity and Diversity**

**The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.**

#### **Closing Date**

**This position will close on June 13, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).**

#### **College Profile**

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

#### **Department Profile**

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

#### **Summary**

Performs vehicle maintenance, rebuild, and fabrication services. Performs a variety of work in the repair, overhaul, and maintenance of light to heavy duty automotive and off-road power and electric equipment.

#### **Distinguishing Career Features**

The Equipment Mechanic is a journey-level position performing equipment maintenance, requiring

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demonstrated knowledge of and experience in automotive and small equipment mechanical work, preventative care of machinery, and purchase of parts and supplies.

### **Job Duties**

#### **Essential Duties and Responsibilities**

- Receives requests through work orders or direct contact. Assesses and prioritizes the nature of the repair request. Accesses and retrieves automated work orders using the automated work order system.
- Verifies drivers' comments and/or road tests vehicles to determine causes of unusual engine noises and/or vibrations, unusual exhaust color, odor, or sound, or other indications of problems.
- Diagnoses mechanical problems. Makes a wide variety of mechanical repairs including overhauling engines, replacing bearings, adjusting ignitions and carburetors, assembling transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts.
- Performs complex work in the inspection, repair, and maintenance of automotive equipment including tractors, trucks, power mowers, power sweepers, police cars, and construction equipment. Determines extent, type, and cost of repairs.
- Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, water separators, valves, clutches, brakes, etc., and repairs, balances, and changes wheels.
- Repairs, modifies, and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes repairs to vehicle bodies and frames. Applies paint to vehicles. Welds, cuts and brazes metals.
- Orders parts and equipment, such as, but not limited to lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
- Responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Documents Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- Recommends standards and specifications for equipment, materials, and workmanship for work performed by staff and outside contractors.
- May lead or assist other maintenance staff and temporary workers assisting with maintenance.
- Performance maintenance on mechanical systems.

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- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience**

The position requires a high school diploma or the equivalent, and 4 years of increasingly responsible experience in the maintenance and repair of vehicles including heavy gasoline and diesel powered equipment. Alternatively, the position may require an Associates Degree in an automotive technology area and 2 years of recognized industry experience.

### **Supplemental Information**

#### **Knowledge and Skills**

Requires in-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical powered equipment. Requires considerable knowledge of the principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies. Requires working knowledge of operating characteristics of machinery and vehicles used in construction and commercial work. Requires skill in using the full range of hand and power tools used in automotive repair work. Must have thorough knowledge of work hazards and safety practices. Requires knowledge and understanding laws, codes, and regulations pertaining to vehicle safety. Requires sufficient writing skills to prepare reports. Requires sufficient math skills to read, record, and compute precise measurements and use business math. Requires sufficient human relation skills to exchange technical information.

#### **Abilities**

Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, journey level. Requires the ability to diagnose a full range of problems associated with vehicle operation and safety. Requires the ability to plan, prioritize, and complete work in order to meet schedules. Requires the ability to interpret computeraided, digital, and scope diagnostic devices. Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification. Requires the ability to estimate scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments. Requires the ability to perform a variety of maintenance and repair activities simultaneously. Must be able to keep accurate records and observe general safety procedures. Requires the ability to maintain applicable certifications. Requires the ability to work as contributing member of a team, work productively and cooperatively with customers.

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### **Physical Abilities**

Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, read and write, perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

### **Licenses and Certificates**

Requires a valid driver's license. Requires ASE or A-Plus certification in brakes, electrical/electronic systems, engine performance, power train, suspension, and steering.

### **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

### **Salary/Fringe Benefits**

Grade 38 on District Classified Salary Schedule (\$6,169.69 - \$7,420.25 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

### **Conditions of Employment**

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 7:00 am to 3:30 pm

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Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

\*\* Please note - the District does not provide for immigration sponsorships such as H1B Visas.

### **Application Procedures**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

### **Transcripts and Foreign Degrees**

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents**

1. Cover Letter
2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

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**To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4941690/ft-equipment-mechanic>**

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Equipment Mechanic-25  
Cerritos College

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