



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Facilities Crew Member – Journeyman Mechanic **DEPT:** Education

REPORTS TO: Facilities Manager – Vehicle Fleet Manager **STATUS:** Non-Exempt, Full-Time

GRADE: 104 **PAY RANGE:** \$25 - \$38/hourly

POSITION SUMMARY:

This position is a journeyman mechanic with advanced skills in auto mechanics, including the ability to rebuild engines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: At a Journeyman Level

- Vehicle diagnostics and analysis.
- Vehicle maintenance record keeping.
- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as engine tune-ups, oil changes, fluid checks, tire rotation and changes, wheel balancing, brake work and replacing filters.
- Maintain vehicle functional condition by listening to operator complaints, conducting inspections, repairing engine failures, repairing mechanical and electrical systems malfunctions, and replacing parts.
- Maintain vehicle records by recording service and repairs.
- Keep shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance.
- Update job knowledge by participating in educational opportunities; reading technical publications.
- Organize work by reviewing daily requirements; checking and gathering supplies and other duties as assigned.
- Other job assignments as assigned may include but are not limited to cleaning the shop, herding bison, moving hay, road work, brush trimming and fire abatement.

REQUIRED QUALIFICATIONS:

Knowledge and Skills:

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, skills and/or ability required. An ideal candidate will possess a substantial combination of all these requirements at a journeyman level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills—the individual maintains confidentiality, remains open to the ideas of others, and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations.
- Knowledge of electronics systems, diagnostics, and computers.
- Knowledge of both gas and diesel engines, good understanding of basic mechanics and rebuilding.
- Knowledge of tire machines, able to handle mechanical and safety mechanisms.

- Power and pneumatic tool knowledge.
- Effectively performs the full range of repairs and maintenance tasks on all Conservancy vehicles.
- Automotive troubleshooting.
- Have an understanding of vehicle systems. e.g. modern cooling systems, brake systems, steering, engine management- this includes a strong understanding of using a scanner to read codes, and analyze PID Data to help trouble shoot all systems found in modern day vehicles including transmission systems, current emissions systems and some specialist knowledge in ABS and Vehicle Stability Control Systems.
- Valid California Driver's License.

EDUCATION/EXPERIENCE:

High school diploma or GED is required. ASE Certification, minimum of 4 years in accredited automotive shop and/or equivalent experience.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Employee must live and work on Catalina Island

- 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. Position involves functioning both in field and office environments, the fieldwork requiring a high level of fitness. Fieldwork involves extensive manual labor; hiking over rugged terrain; and the use of equipment and tools for up to 8 hours per day, up to 5 days per week. The employee must regularly lift and/or move up to 75 pounds.
- When performing work in the vehicle maintenance shop, the individual will be required to perform work overhead. This will include pushing, pulling, and twisting while arms are fully extended to remove or install filters, nuts, bolts, etc. Also required will be the changing of tires, weighing approx. 75 lbs., with use of both hand tools, pneumatic tools and a tire changing machine. Bending, stooping, and laying on the ground to inspect and perform misc. repairs and general maintenance on the undercarriage of vehicles and equipment may also be required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work location is at Middle Ranch, Avalon, CA. Approximately 75% of the position is in the auto shop with 25% in the field. The office environment has moderate noise levels and is a non-smoking environment. Field conditions are strongly weather-dependent and may be windy, hot, dusty, cold, muddy and/or wet depending on season and the degree of exposure. Work may be conducted independently or with groups of staff and volunteers. Typical hiking conditions include very steep, rugged terrain on unstable rocky substrate with poison oak and cactus. Wildlife may be encountered in the field and pose some threat.

To be considered for this position, submit your resume to:

jobs@catalinaconservancy.org

Please be sure to put the job title in the subject line.