



Foundation for California Community Colleges

BAR Site Referee

Join a highly creative, collaborative, and multi-faceted team working together to benefit, support, and enhance the California Community Colleges—the largest and most diverse system of higher education in the nation. Incorporated in 1998, the Foundation for California Community Colleges (Foundation) is the official non-profit serving the California Community Colleges' (CCC) system, Board of Governors, and the statewide Chancellor's Office.

The Foundation is the trusted partner of the California Community Colleges— facilitating collaboration, accelerating innovation, and increasing system wide resources.

The Bureau of Automotive Repair (BAR) Smog Check Referee program was created to improve the smog check process and help reduce air pollution for all Californians. Referee centers are state-contracted emissions test facilities that provide a wide array of resources for California motorists, including specialized services other smog stations are not authorized to perform. The Foundation is contracted by BAR to manage the Smog Check Referee program at 31 Community College campuses. In addition to a wide array of services for consumers, Referee centers offer valuable career training opportunities for California Community College students.

Supervisor: Regional Manager, Smog Check Referee Program

Essential Job Duties

- Maintain site specific referee program by performing inspection and testing of customer vehicles for smog certification; performing compliance verification of smog check laws and regulations; and disseminating of test results and information to vehicle owners and program management.
- Suggest program improvements.
- Respond to technical questions from customers.
- Maintain site specific job results and staff by recruiting, selecting, orienting, and training program employees and students; counseling and mentoring employees and students; planning, monitoring, and appraising job results.
- Maintain work-space and equipment. Maintain and promote safe and incident free work environment; provide safety information to staff and customers and respond to safety concerns.
- Deposit all fees received.
- Maintain communication with Regional Manager and BAR referee sites by establishing and maintaining rapport with staff, attending meetings, and preparing/distributing necessary reports.
- Submit monthly report to Regional Manager outlining all complaints received and the resolution of each complaint.

- Contribute to team effort by completing other assignments and serving on project teams related to the referee program as assigned and accomplishing related results as needed.
- Must possess a current valid California driver license and auto insurance, and have acceptable driver history in order to conduct program business
- Lead/direct the training, development, performance appraisal and work assignments of BAR Referee site Student Technicians
- Promotes the mission of the Foundation through the Bureau of Automotive Repair's (BAR) Smog Check Referee Program and maintains a strong understanding of all of policies, practices and procedures regarding the program
- Strong verbal and written communication skills
- Skills in interpersonal relationships and communication between consumer, site staff, and program management
- Ability to respond effectively to routine inquiries or complaints
- Ability to present basic information and answer routine questions for customers, program staff, and the general public
- Ability to effectively instruct, mentor, and supervise Student Technicians to such a level that the student can pursue employment.

Technical Skills

- Knowledge of current principles and practices of automobile repair and technology, including California state and local automobile policies, procedures, and codes; plus BAR smog check procedures
- Proficiency with Microsoft Office Suite and system maintenance applications
- Strong initiative and ability to learn quickly
- Strong problem-solving and follow-through skills
- Ability to read, analyze, and interpret general business correspondence
- Ability to switch rapidly among multiple ongoing tasks
- Ability to operate automotive vehicle, possess current valid California driver's license, and be acceptable to FCCC insurance carriers.
- Ability to make daily deposits of fees received from consumers

Education and Experience

- BAR EO, EI, ASE, A6, A8, and L1 Certifications
- Minimum of two years' experience performing vehicle smog inspections/diagnostics/repairs.

Physical Requirements

- Ability to drive long distances to multiple smog inspection sites
- Perform movement and actions such as bending, twisting, climbing under vehicles and other actions associated with vehicle inspections.
- Ability to endure extreme hot and cold temperatures experienced in a shop environment, as well as being on your feet for extended periods of time
- Ability to work at a computer workstation for periods up to 4 hours at a time and for up to 8 hours per day for up to five consecutive days

- Ability to speak on the telephone for a total of up to 3 hours per day
- Ability to sit for up to 3 hours without breaks
- Perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies
- Ability to lift and move a minimum of 40 pounds

Compensation & Benefits

- Starting pay depends on experience.
- The excellent benefits package currently includes eleven paid holidays, sick and vacation leave; medical, dental, and vision insurance, employee assistance program, and a defined benefit retirement plan (CalPERS). Our benefits package provides 100% paid medical to our employees and, for a small premium share, to their spouse/domestic partner, and dependents. Employees can elect dental and vision for themselves, their spouse/domestic partner, and dependents for a small premium share as well. The Foundation also provides \$50,000 life insurance coverage for employees, an Employee Assistance Program, Flexible Spending Accounts, Tuition Reimbursement and Voluntary Life Insurance.

To Apply:

For immediate confidential consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: "Region 2, BAR Site Referee" The application process will be open until the position is filled.

The Foundation complies with Federal Laws regarding the use of illegal controlled substances. Accordingly, the Foundation reserves the right to revoke a contingent offer of employment to applicants who test positive for all drugs identified as controlled substances by the Federal Government, regardless of the passage of Proposition 64 in California.

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The Foundation for California Community Colleges expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Foundation's employees to perform their job duties may result in discipline up to and including discharge.