

## MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

### MECHANIC/TRANSPORTATION TECHNICIAN

**DEFINITION** - Under general supervision, to lead, guide, train, monitor, and motivate the District's drivers and vehicle repair personnel; to inspect, diagnose, and repair gasoline and diesel powered district vehicles, and a variety of other power-driven equipment; and to perform related work as required.

**EXAMPLES OF DUTIES** - The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- 👍 Troubleshoot, diagnose, and repair a variety of light and medium gasoline and diesel powered vehicles and equipment. E
- 👍 Perform preventative maintenance on vehicles. E
- 👍 Operate gas and electric, mig and tig welder, tire machine, drill press, electrical equipment, compression equipment, hoists and other equipment connected with the repair of vehicle. E
- 👍 Troubleshoot, diagnose problems, repair, remove and install engines, including electrical carts and sweepers, rear ends, front ends, electrical systems, computers, tires, and other parts and subsystems of vehicles; all gas engines (i.e., high pressure washer) E
- 👍 Perform daily preventive and safety inspection and operate trucks/vehicles to and from school sites and vendor locations obeying traffic laws and observing defensive driving practices; wash and fuel vehicles. E
- 👍 Examine work orders to assess priority, materials and tools needed, and amount of time; enter information to complete work orders. E
- 👍 Confer with supervisor on scheduling and technical problems of jobs and to obtain approval to purchase tools, materials, and parts. E
- 👍 Maintain tools and equipment in secure and working condition. E
- 👍 Select tools, materials and equipment. E
- 👍 Wear identification, safety, and protective clothing and equipment. E
- 👍 Research operating and technical manuals, follow schematic drawings, and locate parts and tools in catalogues. E
- 👍 Contact vendors by telephone and in person to order and pick up parts and materials. E
- 👍 Perform semi-skilled and unskilled duties as a team member or independently in other trades and general maintenance areas, as the need arises. E
- 👍 Load and unload tools and materials and transport to and from sites of vehicle breakdown. E
- 👍 Load, unload and deliver school materials and room set ups; assist with room set ups as needed. E
- 👍 Communicate with vehicle operators in person, by telephone, and by radio to resolve and troubleshoot routine operational problems. E
- 👍 Brainstorm with departmental staff, users and vendors to obtain information, problem solve. E
- 👍 Assign, monitor, check, and correct the work of assigned assistants and team members.
- 👍 Operate smog testing equipment.
- 👍 Assist with warehouse deliveries as needed.
- 👍 Perform minor building maintenance.

☝ Perform related duties as assigned. E

**\*Task statements coded with the letter ~~W~~E are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

**LICENSE REQUIRED** - Possession of a valid and appropriate California Driver's License is required as a condition of continued employment.

## QUALIFICATIONS

### Knowledge of:

- ☝ English usage at a conversational level;
- ☝ Tools, equipment and procedures used in the testing and diagnosis, overhaul, repair, and
- ☝ Adjustment of automotive, trucks, grounds, and other power-driven equipment;
- ☝ Operation and care of internal combustion engines and their components;
- ☝ Hydraulic valves and controls, hydraulic and air brake systems, electronic ignition and computer command systems;
- ☝ Uses of shop tools and equipment;
- ☝ Methods used in electric-arc and acetylene welding;
- ☝ Applicable codes and regulations;
- ☝ Shop mathematics applicable to the automotive repair field;
- ☝ Preventive maintenance practices related to vehicles;
- ☝ Appropriate safety precautions and procedures.



### Ability to:

- ☝ Perform journey-level diagnosis, maintenance and repair work in the automotive repair trade;
- ☝ Work from technical manuals, shop drawings, diagrams, specifications, and catalogs;
- ☝ Maintain tools and equipment used and assigned in a clean working order and in secure condition;
- ☝ Compile and maintain accurate records;
- ☝ Make arithmetic calculations with accuracy;
- ☝ Inspect automotive and other power-driven equipment to locate and diagnose malfunctions;
- ☝ Use a variety of automotive repair test equipment and hand power tools with skill and safety;
- ☝ Perform fabrication and welding;
- ☝ Order supplies and equipment;
- ☝ Operate a vehicle observing legal and defensive driving practices;
- ☝ Establish and maintain an effective working relationship with those contacted in the course of work.

**TRAINING AND EXPERIENCE** - Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience in fleet vehicle diagnosis, overhaul, repair, and preventive maintenance servicing, and completion of course work or vocational training in modern automotive mechanics.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

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PHYSICAL DEMANDS	ASSOCIATED TASKS
<p><b>Vision:</b> (which may be corrected) Read small print</p> <p>See small objects at a distance of 4'</p> <p>Distinguish shades of color</p> <p>Use peripheral vision</p>	<p><b>To perform tasks such as to:</b> read and research for maintenance and repair</p> <p>use tools to grasp fasteners at arms length</p> <p>remove or replace color coded wires</p>
<p><b>Hearing:</b> (which may be corrected) Hear sounds which warn of potential danger</p> <p>Analyze sounds of equipment operation</p> <p>Have tolerance to be exposed to noisy conditions</p>	<p><b>To perform tasks such as to:</b> use and maintain power equipment and identify malfunctions; hear sirens</p> <p>determine operating efficiency and need for repair</p> <p>test engine operations and use power tools</p>
<p><b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward, use hands and arms to lift objects</p> <p>Turn, raise, and lower head, twist and bend at torso</p>	<p><b>To perform tasks such as to:</b> install, repair, operate, and maintain equipment and manipulate necessary tools</p> <p>load, unload, and transport necessary tools, materials; use hand tools</p> <p>view machinery from different angles, work in small spaces</p>
<p><b>Lower Body Mobility:</b> Walk on uneven terrain, walk on even surfaces</p> <p>Bend at waist, crawl, stoop</p> <p>Stand for prolonged periods of up to one hour</p> <p>Sit for periods of 15 minutes or longer</p> <p>Step over objects</p>	<p><b>To perform tasks such as to:</b> transport equipment, material, and tools to and from vehicles;</p> <p>lift and transport tools and materials, access areas beneath vehicles; repair tires and work under dash panels</p> <p>make vehicle repairs under hood</p> <p>travel to work, vehicle breakdown, and vendors</p> <p>make equipment accessible</p>
<p><b>Strength:</b> To lift, push, pull, and/or carry objects which weigh as much as 75 pounds on a frequent basis</p>	<p><b>To perform tasks such as to:</b> move heavy parts, material, and tools</p>
<p><b>Smell:</b> Distinguish faint odors which may warn of equipment malfunction or danger</p>	<p><b>To perform tasks such as to:</b> operate and test equipment</p>
<p><b>Environmental Requirements:</b> Exposure to harsh chemicals/toxic conditions</p>	<p><b>To perform tasks such as to:</b> operate gas and mig and tig welder and use dip tank for parts</p>

<p>Work performed in confined spaces</p> <p>Work around fumes/odors</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p>perform duties underneath a vehicle and dash panel</p> <p>test equipment operation; exhaust clean and handle tools and parts;</p> <p>make field repairs</p> <p>complete most tasks alone, except when another worker is required</p> <p>coordinate repairs with vehicle operators</p> <p>work in a garage setting</p>
<p><b>Mental Requirements:</b> Read, write, understand, interpret, and apply moderately complex information</p> <p>Math skills at high school proficiency level</p> <p>Analyzing</p> <p>Coordinating</p> <p>Judgment</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Decision-making</p> <p>Listen</p>	<p><b>To perform tasks such as to:</b> read and interpret technical manuals and catalogs</p> <p>measure and select tools and parts</p> <p>troubleshoot and diagnose equipment failures</p> <p>organize preventive maintenance around vehicle operators' schedules</p> <p>select proper solutions to problems, and use safe work practices</p> <p>comply with District standards</p> <p>select appropriate work and material, methods and tools</p> <p>engage operator in a dialogue so as to better diagnose mechanical failures</p>

**Other Conditions of Continued Employment:**

- ☞ Speak English at a conversational level
- ☞ Wear protective clothing/safety gear in accordance with established standards
- ☞ Conform to a uniform dress code standard
- ☞ Obtain and maintain in current status the licenses and certificates required by District
- ☞ Participate in employee-mandated training and re-training programs
- ☞ Comply with rules and regulations of the Classified Service and provisions of labor agreements

Approved by Personnel Commission: 2/23/98

Adopted by Board of Trustees: 2/11/98

K. Hall, 2/2/98, Word

