

**JOB TITLE: MECHANIC III**

**BASIC FUNCTION**

Under direction of the Director of MOTF, or his/her designated Administrator, to plan, organize, coordinate and supervise the mechanical services unit personnel in performing a variety of repair, overhaul and maintenance functions; to perform a variety of skilled level repair, overhaul and maintenance of buses, passenger vehicles, heavy duty trucks and a variety of other gasoline electric, diesel and alternate fuel powered motorized equipment.

**ESSENTIAL JOB FUNCTIONS**

- Inspects, diagnoses and repairs mechanical defects on a variety of gasoline, electric, diesel and alternative powered buses, trucks, automobiles, tractors and other motorized equipment
- Reviews mechanical repair orders, and plans and lays out the mechanical service work tasks
- Reviews mechanical repair orders and determines priority work assignments
- Observes, listens and diagnoses mechanical defects and malfunctions
- Rebuilds, replaces or overhauls, engines, transmissions, differentials, starters, generators, braking systems, clutches, carburation systems, electrical systems and other mechanical assemblies
- Performs engine tune-ups and ignition system adjustments
- Inspects, adjusts and relines brakes within specified guidelines
- Uses a variety of hand tools, diagnostic equipment, and a variety of mechanical aids in the repair, adjustment and maintenance of motorized equipment
- Estimates time and material costs concerning repair and maintenance functions and establishes project completion timelines
- Reviews, monitors, evaluates and supervises the work of mechanical services personnel
- Orders, requisitions and maintains an appropriate inventory of parts, materials and supplies
- Maintains a variety of records and files pertaining to the mechanical services tasks and prepares operational reports as required
- Performs road tests and inspects buses and other automotive equipment to ensure that malfunctions have been corrected, and that the equipment is functioning properly
- Estimates and records time and material costs of repair and maintenance activities
- Responds to emergency roadside service needs
- Utilizes electric and gas welding equipment, lathes and drill presses in repairing and fabricating parts
- Performs related duties as assigned

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Use standard hand tools and equipment commonly utilized in the maintenance, repair and servicing of buses and automotive equipment
- Perform skilled automotive repair, overhaul and maintenance functions
- Diagnose and locate mechanical and electrical malfunctions and defects
- Perform skilled functions in the inspection, diagnosis, servicing, maintenance and repair of buses and other motorized equipment

Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of a variety of gasoline, electric, diesel and alternative powered motorized vehicles and equipment
- Principles and theories of the internal combustion engine and electric powered vehicles
- Laws, regulations and guidelines pertaining to the repair, overhaul and maintenance of transportation and automotive equipment
- Lubricants, lubricating devices, tools and materials used in the servicing, maintenance and repair of buses and other automotive equipment
- Methods, materials, equipment and tools used in the inspection, servicing, maintenance and repair of buses and other automotive equipment
- Safe working methods and procedures

Ability to:

- Supervise and coordinate the work of mechanical service personnel
- Operate a variety of equipment used in the repair and maintenance of motor vehicles and equipment
- Interpret mechanical and electrical schematics and diagrams
- Maintain records and files, and be able to prepare complete and concise reports
- Identify automotive parts, materials, tools and supplies
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Skillfully handle difficult situations using good judgement
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work.  
*(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Lifting, carrying, pushing and pulling heavy objects
- Climbing ladders and stairs
- Walking and standing for extended periods of time
- Manual dexterity to operate equipment, use hand tools and manipulate and handle various materials and objects
- Perceiving the nature of sound, visual acuity (near and far) and depth perception

- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

### **EXPERIENCE AND EDUCATION**

#### Experience:

Four years as a journey level heavy-duty mechanic, including one year in lead or supervisory capacity.

#### Education:

Equivalent to graduation from high school, supplemented by specialized training or coursework in gasoline, combined natural gas (CNG) and diesel powered motorized equipment repair, overhaul and maintenance.

### **LICENSE REQUIREMENT:**

- Possession of a valid Class A or B, California Motor Vehicle Operator's License

### **CONDITION OF EMPLOYMENT**

- Insurability by the District's insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law
- Obtain passenger endorsement within six months of hire date
- Obtain Air Brake Certification within six months of hire date