

MECHANIC

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Supervisor I (Transportation), will perform skilled and semi-skilled maintenance and repair of diesel, gasoline, and alternative fuel school buses, vehicles and other equipment.

ESSENTIAL FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Assists Head Mechanic in performing necessary repairs, maintenance and general upkeep to all rolling vehicles used in the school operations, such as buses, trucks, maintenance vehicles, instructional vehicles and other motor-driven vehicles.
- Inspects and diagnoses mechanical defects and determines corrective action required to repair such defects, and communicates daily with bus or vehicle drivers concerning the condition of their vehicle.
- Operates a passenger bus.
- Performs safety checks and operational tests on buses, autos, vans, and other equipment.
- Changes clutches, transmissions, engines, axles, and other major parts of school buses and other equipment.
- Repairs carburetors, distributors, brake systems.
- Services vehicles with fuel, oil, and grease.
- Checks and cleans radiators.
- Steam cleans major components.
- Changes and repairs tires and tubes.
- Adjusts and replaces necessary units and related parts including coils, condensers, points, spark plugs, and fuel pumps.
- Trouble shoots and repairs electrical systems.
- Performs gas and arc welding repair.
- Repairs bodies and fenders and does painting as required.
- Replaces or repairs upholstery.
- Maintains mowers, edgers, tools and equipment.
- Maintains preventive maintenance records and files.
- Performs related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Operate tools necessary for mechanic work
- Possession of a valid and appropriate California State Driver's License (Class B minimum)
- Obtain a Bus Driver's Certificate within one year
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Be self directed and work independently

KNOWLEDGE OF:

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair and adjustment of gas, diesel and alternative powered equipment

- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools
- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems and chassis
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles and equipment
- Procedures of preventive maintenance related to automotive and school bus vehicles
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment
- Operational hazards and standard safety practices necessary in the area of assigned work
- Principles and procedures of record keeping
- Safe driving principles and practices

SKILL TO:

- Operate the full range of diagnostic, maintenance and repair equipment in a safe and effective manner
- Operate a school bus and motor vehicle safely
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Operate modern office equipment, including computer equipment
- Establish and maintain positive and effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:

Ability to:

- Sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift seventy-five (75) pounds
- Withstand exposure to cold, heat, noise, outdoors, vibration, confining work space, dust, toxic waste, chemicals, explosive materials, mechanical hazards and electrical hazards
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Perform the full range of journey level mechanical work including the diagnosing, troubleshooting and repairing of equipment
- Accurately determine mechanical repair needs
- Provide lead supervision and training to assigned staff

EXPERIENCE:

- Previous bus driving and mechanical experience desirable

WORK YEAR:

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: March 28, 2017
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