

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Mechanic

DEPARTMENT/DIVISION: Transportation

POSITION SUMMARY:

The Mechanic, under direct supervision of the Director of Transportation, will repair school buses and other automotive equipment of the School District; will repair small engines.

ESSENTIAL FUNCTIONS:

1. Inspects school buses, automobiles, trucks, tractors and air compressors.
2. Diagnoses trouble and make repairs to adjustments.
3. Operates electrical testing equipment including computerized test equipment.
4. Makes major and minor overhaul repairs to engines, transmissions and differentials.
5. Replaces, adjusts, fits and grinds, or performs needed work on bearings, valves, pistons, rings, ignition and carburetion.
6. Performs work on bearings, valves, pistons, rings, ignitions, carburetion and brake systems (air and hydraulic).
7. Operates lathes, drill presses; arc, mig and acetylene welding equipment to shape and repair parts.
8. Keeps records of maintenance and repair work performed including materials, time and parts used.
9. Drives a school bus on occasion, in the event of sickness, emergency, or as otherwise required.
10. Diagnoses power train, electrical and other vehicle system problems.
11. Adjusts, services, repairs, replaces and overhauls units or parts including electrical, cooling, air, hydraulic and power-train systems.
12. Performs general maintenance, including minor body work and painting, repairs and overhauls school buses, automobiles, trucks, tractors and grounds equipment.
13. Fuels and maintains district vehicles.
14. Conducts bus and other vehicle safety inspections, including working with California Highway Patrol.
15. Makes field service calls when vehicles malfunction during use and performs necessary repairs on-site.
16. Reports needed parts, inventory, supplies and materials to Director of Transportation.
17. Operates any and all District owned equipment and vehicles.
18. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions. Ability to read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. Equivalent to graduation from high school with two years journey level mechanic experience including repair of gasoline, diesel and other powered vehicles and equipment. Two years of experience in the repair of heavy gas and diesel powered or other fuels equipment. Driver must possess a valid California Motor Vehicle Operator's license to operate vehicles or combinations of vehicles to satisfy job requirements. Ability to obtain a Class A or B California Driver License and School Bus California Special Driver Certificate).

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SKILLS AND QUALIFICATIONS:

1. Knowledge of modern principles, methods and practices pertaining to the repair, maintenance and operation of gasoline, diesel and other powered vehicles and equipment.
2. Knowledge of occupational hazards and safety precautions.
3. Knowledge of tools, lubricants and equipment used in the service and overhaul, repair and adjustment of vehicles and equipment.
4. Ability to work independently and use sound judgement.
5. Ability to operate a two-way radio.
6. Possess safe work practices.
7. Maintain District-insurable driving record.
8. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
9. Must pass a required physical examination and drug test.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Stand for extended periods of time.
2. Sit, walk, bend, squat, stoop and/or climb.
3. Reach above shoulder height, push/pull.
4. Ability to lift and/or support up to 100 pounds above shoulder level for short periods of time.

WORK ENVIRONMENT:

Employees will be expected to work indoor and outside under various temperatures. They will be required to work on uneven ground. Employees' work area is exposed to dust, fumes, gases and smoke. As required, must wear protective devices; such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses. Employees will be exposed to high noise level.

SALARY: Classified Range 49

Adopted: HS Board 10/24/78 Elem Board 10/24/78
Revised: TUSD 12/14/99