

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ASSISTANT MECHANIC**
Department: Transportation
Report To: Mechanic and Transportation Director

SUMMARY:

Performs a wide variety to technical repairs to school vehicles and equipment under supervision of mechanic or Transportation Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Helps make motor repairs.
- * Perform inspections on District vehicles.
- * Mounts tires.
- * Weld broken parts.
- * Helps adjust and repair brakes, and lights.
- * Performs other duties as directed by the Transportation Director and Mechanic.
- * Act as substitute bus driver when required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is subject to Federal regulations regarding drug and alcohol testing.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Evidence of experience as auto-mechanic.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Posses a valid chauffeurs license and a valid school bus drivers certificate. Have first aid card for standard Red Cross course.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to carry out oral directions, and knowledge of school bus and mechanical equipment maintenance and repair. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee may frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemical such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.