

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **MECHANIC**
Department: Transportation
Report To: Transportation Director

SUMMARY:

Performs a wide variety of technical repairs and maintenance to school buses, vehicles and equipment to ensure their availability and safe operating condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Performs journey-level diagnosis, inspection and repair of mechanical defect on a variety of gasoline and diesel powered buses, trucks, automobiles and other motorized equipment.
- * Inspects school buses to ensure state and federal compliance.
- * Inspect, repair and install and adjust heavy duty air and hydraulic brake systems on school buses and other district vehicles.
- * Orders and maintains inventory of parts for district fleet.
- * Maintains records of repairs, costs, vehicle warranties, etc., for purposes of documenting required information and meeting federal and state requirements.
- * Responds to road calls for disabled district vehicles and performs emergency repair work in the field.
- * Inspects and services assigned vehicles (e.g. lubricates equipment, changes oil, inspects and services brake systems, replaces fuel, oil, coolant, and restores tire pressure, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- * Mounts tires, welds broken components, adjusts and repairs brakes, lights and other accessories on district vehicles.
- * Makes minor body and suspension repairs.
- * Acts as substitute driver as required.
- * Performs related duties as assigned.

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.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Has completed recognized apprenticeship or comparable training program in diesel and gasoline engine maintenance and repair. Evidence of successful experience as a gasoline and diesel mechanic. Experience in heavy equipment hydraulic/electrical and pneumatic systems.

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:

Possess a valid class B license and a valid school bus driver certificate. Current or previous Automotive Service Excellence (ASE) certifications required.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. 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 chemicals 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.