

JOB TITLE: **EQUIPMENT MECHANIC**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform skilled and semi-skilled maintenance and repair of the district's school buses (diesel and gasoline), vehicles, and other equipment. Employees in this classification receive general supervision from a supervisory level or his/her designate and within a framework of standard policies and procedures. This job class exercises responsibility for the efficient repair and maintenance of the district's equipment. This job class performs technical skilled and semi-skilled tasks at a journey level of classification.

TYPICAL DUTIES

- Performs skilled and semi-skilled maintenance and repair of buses, trucks, vans, automobiles, and other equipment
- Performs automotive electrical and welding work
- Rebuilds, repairs, and adjusts pumps, cylinders, control valves, motors, and related components
- Makes necessary repairs such as overhauls, tune-ups, adjusting and repairing transmissions, replacing and adjusting bearings, ignitions, and carburetors
- Relines and adjusts brakes
- Repairs suspension systems
- Performs safety checks and operational tests on district buses, autos, vans, and other equipment
- Diagnoses mechanical defects and determines corrective action required to repair such defects
- Makes emergency road calls, as needed
- Repairs bodies and fenders and does painting as required
- Maintains preventive maintenance records and files
- Maintains records of time and materials used for completion of repairs/servicing
- Performs other related duties as required
- Inspects, repairs, changes and balances tires
- Steam cleans undercarriage of vehicles

MINIMUM QUALIFICATIONS

- Possession of a valid Class B California Driver's License
- Knowledge of the methods, materials, practices and tools of the mechanic's trade
- Knowledge of the operation and repair characteristics of school buses, trucks, vans, automobiles, and other mechanically operated equipment

**EQUIPMENT MECHANIC**  
MINIMUM QUALIFICATIONS cont'd

- Knowledge of safety rules and regulations as they pertain to mechanical servicing repair
- Knowledge of gasoline and diesel engines and their operation
- Knowledge of gas and electrical welding as applied to mechanical repairs
- Skill to understand and follow oral and written instructions
- Skill to diagnose and repair a variety of vehicle and mechanical malfunctions
- Skill to safely use and operate the tools, machines, and equipment associated with the mechanic trade
- Skill to perform arc and gas welding
- Skill to maintain appropriate maintenance records and files
- Ability to meet the physical requirements necessary to successfully perform required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties