

## **Mechanic**

### **Purpose Statement**

The job of Mechanic is done for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics; and ensuring that tools and materials are available at job site.

This job reports to the Operations Manager

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### **Essential Functions**

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Cleans assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Diagnoses vehicle and equipment malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates a wide variety of fixtures and parts (e.g. handrails, gates, playground equipment, etc.) for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Oversees Mechanic Assistant and other assigned personnel for the purpose of ensuring that assignments are completed in compliance within established guidelines.
- Participates in unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine vehicle and heavy equipment maintenance programs (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs vehicle and heavy equipment systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Repairs maintenance equipment (e.g. mowers, weed eaters, leaf blowers, etc.) for the purpose of ensuring the availability of assigned equipment in safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience within a specialized field is required.

**Education** Targeted, job related education with study in job-related area.

### **Equivalency**

#### **Required Testing**

Physical Capacity Assessment

#### **Certificates**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ./Training**

### **Clearances**

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt