LOMPOC UNIFIED SCHOOL DISTRICT

VEHICLE & EQUIPMENT MECHANIC

PURPOSE STATEMENT:

Under the direction of the Manager of Transportation Services, provide journey-level mechanical services to identify repair and replacement needs; perform repairs and preventive maintenance; ensure completion of projects in accordance with trade standards; provide information on the proper uses of equipment; assist other mechanics and ensure that tools and materials are available at job site.

ESSENTIAL FUNCTIONS:

Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small vehicles and equipment including gasoline, diesel and battery-powered equipment.

Evaluate maintenance, servicing and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; inspect assigned vehicles for brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition; ensure that vehicles are in a safe operating condition.

Perform routine maintenance safety checks and inspections; prepare vehicles for State-mandated smog inspections; steam clean equipment and prepare equipment for sale; perform routine maintenance including oil change, tire rotation, dismounts tires, mounts tires, break check; maintain vehicles in a safe operating condition and meeting mandated requirements.

Perform minor body work including front ends, fenders, upholstery; maintain the appearance and safe operation of the vehicles; overhaul, rebuild and tune engines and carburetors.

Adjust and reline brakes; maintain, rebuild and replace air and hydraulic brake system components; change and balance tires.

Change oil, transmission, brake and other fluids according to prescribed procedures; ensure compliance with laws, rules and regulations regarding the disposal of hazardous waste.

Overhaul, repair and adjust automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases and rear ends.

Diagnose, repair and rebuild engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems.

Repair and maintain vehicle air conditioning units and related components; charge and recharge air conditioning systems; operate recovery unit to reclaim Freon according to established procedures; fabricate parts for items necessary for repairs.

Maintain shop area, equipment and tools in a safe, clean and orderly condition.

Operate a variety of specialized electronic diagnosis equipment and machinery including a computer.

Attend unit in-service and safety meetings; convey and gather information required to perform job functions.

Maintain records of repairs, vehicle warranties; document required information and meeting regulatory requirements.

Maintain tools, equipment and shop area; ensue the availability of tools and equipment and safety within the workspace.

Oversee assigned personnel; ensure that assignments are completed in a in compliance within established guidelines.

Perform functions of a bus driver when needed including during emergencies, shortage of drivers; transport passengers over scheduled routes to and from school in a safe and timely manner.

Prepare written materials such as repair and maintenance logs, parts lists, warranty claims; document activities; provide written reference and meet mandated requirements.

Repair small equipment including lawn mowers, backhoes, CNG pump; ensure the availability of equipment in safe operating condition.
Repair vehicle systems and components including diesel/gasoline engines, transmissions, differentials, clutches; ensure the availability of vehicles in safe operating condition.

Respond to road calls regarding disabled vehicles; perform emergency repair work in the field; drive a vehicle to conduct work.

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
Operation, theory and principles of gasoline and diesel required and battery-powered equipment.
Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
Diagnostic procedures for vehicles and equipment.
Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.
Shop math applicable to vehicle maintenance.
Health and safety regulations.
Basic computer operation.

ABILITY TO:
Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines and battery-powered engines.
Diagnose and repair mechanical, electrical and computerized malfunctions.
Operate specialized equipment used in repairing or servicing of vehicles.
Operate a school bus and/or district vehicles.
Read and apply technical and mechanical diagrams, schematics and repair manuals.
Analyze situations accurately and adopt an effective course of action.
Maintain records related to safety, preventive maintenance and work performed.
Understand and follow oral and written directions.
Work cooperatively with others.
Observe legal and defensive driving practices.
Observe health and safety regulations.
Operate a computer terminal.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of journey-level automotive or diesel maintenance and repair.

LICENSE AND OTHER REQUIREMENTS:
Valid California Class "B" Driver’s License with “P” and “S” endorsement.
Brake Certificate.
California Bus Driver Certificate.
Blood Born Pathogens, Fire Extinguisher, First Aid and CPR Certificates.
Criminal Justice Fingerprint/Background Clearance.
TB Clearance.

WORKING CONDITIONS:

ENVIRONMENT:
Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:
Pulling, pushing, significant lifting and carrying heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs.
Hearing and speaking to exchange information.
Generally the job requires 5% sitting, 15% walking, and 80% standing.

HAZARDS:
Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Working in a cramped or restrictive work chamber.
Working around or with machinery having moving parts.
Hazardous materials.

**FLSA Status:** Non-Exempt
**Approval Date:** 2/25/2010
Personnel Commission First Reading: 6/18/18
Personnel Commission Approval: 8/16/18
**Salary Range:** Classified 42 (Reviewed 10/10/17)