

## MECHANIC

Classification: Transportation

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Serves as a journeyman level mechanic. Responsible for performing duties in maintenance and repair of mobile equipment including vehicles, buses, heavy equipment, and special purpose equipment.

### **Part II: Supervision and Controls over the Work:**

Work is performed under the general supervision of the supervisor for maintenance and transportation. Trade work is performed independently and in conformance with local city, county, state, and federal codes and standards of the profession. Work is reviewed for timeliness, completeness, code compliance, safety, and established priorities.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Diagnose complex mechanical problems and determine repair work needed. Such diagnoses include knowledge of and use of specialized testing and diagnostic equipment.
2. Sets up and operates specialized power equipment to recondition engine, transmission, and related equipment as well as for such vehicle components as brakes, batteries, alternators, starters, etc.
3. Conducts complete engine and vehicle tune-up using computerized and mechanical equipment.
4. Maintains and changes vehicle fluids and filter systems including proper disposal of such materials.

5. Replaces and rebuilds brakes and hydraulic systems and components, repairs damaged frames, repairs and replaces differentials, drive shafts, front end and steering mechanisms.
6. Repairs and/or replaces vehicle electrical components and troubleshoots and repairs electrical system.
7. Performs required local, state, and federal vehicle inspections and safety checks.
8. Maintains equipment and tools.
9. Conducts road tests and assures effectiveness and safety of repair.
10. May supervise or direct helpers and other staff in performing the above work.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent.
- Must have completed an apprenticeship or the equivalent within the specific trade/craft area.
- Possession of an appropriate trade license valid in the state.
- Must be trained in First Aid. CPR and defibrillator training may be required.
- Ability to recognize and take measures to eliminate safety risk on equipment used to transport students and employees.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Knowledge of state and local codes related to assigned trade/craft.
- Must possess a valid driver's license and a safe driving record and be able and willing to operate district owned vehicles.
- Must obtain a Class B Commercial Driver's License within six months.
- Must obtain a State School Bus Driver's Certificate and appropriate licensing

endorsement within six months, to include attending required eight hours of annual training.

- Hold or obtain an Oregon Department of Education school bus annual inspector certificate within one year.
- Cover bus routes and trips as assigned.
- This position is subject to random drug testing under Department of Transportation guidelines and in compliance with District Anti-drug and alcohol prevention programs.

#### **Part V: Desired Qualifications:**

- Possess a valid Commercial Driver's License.
- Bilingual and bicultural skills.
- Two years of journeyman level experience in general vehicle/mobile equipment mechanic trades.
- Experience in the maintenance and repair of large and small school buses including gasoline and diesel.

#### **Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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 frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 60 pounds and in excess of 60 pounds using appropriate support equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

