

Pleasanton Unified School District
Job Description

Title:	Mechanic Assistant	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/ Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	20
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under general supervision, to perform mechanic help repair and maintenance on school buses and other automotive and mechanical equipment; and to perform all related duties as assigned.

ESSENTIAL FUNCTIONS:

- Inspect diesel powered school buses and other mechanical equipment such as automobiles, trucks, and mowers.
- Diagnose trouble and determine extent of necessary mechanical repairs.
- Complete all types of repairs on gasoline and diesel equipment, such as major and minor engine overhauls, adjusting and repairing transmissions and differentials, replacing and adjusting valves and bearings, adjusting and repairing fuel systems, ignitions and carburetor, relining and adjusting brakes, rebuilding bus air compressors and the like.
- Contact parts dealers for supplies, glass, body and fender repairs and paint.
- Keep records of time and materials used and work performed.
- Carry out a preventive maintenance program through scheduled servicing of district vehicles.
- Repair and maintains electrical components, such as alternators and starters.
- Repair broken bus seats.
- Perform all related duties as assigned.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Tool, equipment and procedures used in the overhaul, repair and adjustment of automotive equipment
- Fuel, ignition, electrical and cooling systems;
- California Vehicle Code and laws pertaining to school buses; and safe work practices.

Ability to:

- Work under direct supervision using standardized routines;
- Provide information and/or advise others;
- Learn to use standard shop tools and equipment safely;

- Diagnose automotive and related mechanical equipment problems;
- Skillfully perform required mechanical repair to a variety of automotive and mechanical equipment;
- Perform moderate to heavy physical labor
- Maintain cooperative relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High School Diploma.

Experience: Job related experience within specialized field is required.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- Welding certificate

WORKING CONDITIONS:

Environment: Indoor/outdoor/shop environment. Minimal temperature variations and some hazardous conditions.

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.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- The job requires 5% sitting, 20% walking, and 75% standing.

Hazards:

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

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- Mandated State Training

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.

Mechanic Assistant