

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Mechanic	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/ Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	28
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of Program Administrator/Supervisor, ensure the availability of safe operating buses, vehicles and equipment; diagnose and perform needed repairs and/or replacements for district buses, vehicles and equipment; perform preventive maintenance, and provide written documentation of repairs to meet District, State, and federal requirements.

ESSENTIAL FUNCTIONS:

- Adjust parts, components, systems (e.g. maintenance equipment, computerized systems, carburetors, valves, pistons, rings, bearings, etc.) to ensure the proper operation of equipment and vehicles.
- Check and adjust fluid levels, tire pressure, and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.); identify possible leaks and needed repairs, adjustments, or replacements to maintain vehicles in good working order.
- Service buses, vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; replace fuses; assist with repairs of grounds maintenance equipment (such as mowers and gas-powered trimmers).
- Diagnose potential vehicle malfunctions and determine necessary vehicle repairs and/or replacements.
- Repair and maintain parts (e.g. welding, grinding, etc.) to provide necessary parts for repairs and/or renovations.
- Perform scheduled preventive maintenance safety checks and inspections on school buses and other district vehicles as required by Department of Transportation.
- Assure compliance with State regulations, smog standards and other requirements as assigned.
- Oversee and conduct inventory for repairs and parts; ensure the proper maintenance and functioning of required tools and equipment within a safe work area.
- Drive a District vehicle to conduct work.
- Perform road tests on all vehicles/school buses to ensure that vehicles are in safe operating order.
- Safely operate a variety of hand and power tools, lifts, jacks, stands, testers and meters; utilize computerized and specialized equipment in the testing, diagnosis and repair of vehicles.
- Prepare and maintain accurate records, logs and reports (e.g. records of repairs, maintenance logs, identification for all vehicles and equipment; costs, vehicle warranties, etc.,).
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.
- Repair vehicle systems/components (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.).

- Replace defective vehicle parts/systems (e.g. brakes, fuel pumps, fuel lines, gauges, electrical wiring, etc.).
- Respond to road calls regarding disabled vehicles and perform emergency repair work in the field and/or determine if vehicle needs to be towed.
- Communicate with District personnel and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- Attend meetings and participate in required trainings related to assigned activities.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

- N/A

Knowledge of:

- Techniques, practices, theories and procedures of diesel, gas fueled vehicle and equipment maintenance and repair.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Safe operation of District vehicles and school buses.
- Proper methods of storing equipment, materials and supplies.
- Preventative maintenance practices.
- Methods of storage and removal of hazardous materials.
- Safety practices and procedures.
- Applicable State and Federal laws and requirements for school bus operations.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Operate a computer and assigned software.
- Gather, collate, and/or classify data.
- Follow prescribed guidelines and problem solve with equipment.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Prepare and maintain accurate records, logs and reports.
- Read technical information, composing a variety of documents.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

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

Education: Targeted job-related education that meets organization's prerequisite requirements.

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.
- Dexterity of hands and fingers to operate specialized equipment.
- Standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- 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.