



LOMPOC UNIFIED SCHOOL DISTRICT

VEHICLE & EQUIPMENT MECHANIC

JOB SUMMARY:

Under the direction of the Manager of Transportation Services, perform repairs and preventive maintenance to diesel, gasoline, Compressed Natural Gas (CNG) and other equipment; perform functions of a bus driver as needed including during emergencies or shortage of drivers; ensure completion of projects in accordance with trade standards; provide information on the proper uses of equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small vehicles and equipment including diesel, gasoline, and Compressed Natural Gas (CNG) 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.
- Troubleshoot, repair, and maintain Compressed Natural Gas (CNG) systems and related components.
- 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.
- Install, troubleshoot and repair security systems on buses.
- 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.
- Repair small equipment including lawn mowers, backhoes, CNG pump; ensure the availability of equipment in safe operating condition.
- 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; prepare written materials such as repair and maintenance logs, parts lists, warranty claims; document activities; provide written reference and meet mandated requirements.
- Maintain tools, equipment and shop area; ensure 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.
- Repair vehicle systems and components including diesel/gasoline, and CNG 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 DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of journey-level automotive, compressed natural gas or diesel maintenance and repair.

Licenses and other Requirements

- Valid California Class "B" Driver's License with "P" (passenger endorsement) and "S" endorsement.
- California Bus Driver Certificate.
- Valid Forklift Certification.
- First Aid and CPR Certificates.

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.

WORKING CONDITIONS:

Work Environment:

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

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Standing to conduct work

Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.

Vehicle & Equipment Mechanic

- Working around or with machinery having moving parts.
- Hazardous materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

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Salary Range: 42