



Job Description

POSITION CODE: 815
Classified Group: Teamsters
Salary Range: 24
Work Days: 260
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POSITION TITLE: Junior Equipment Mechanic (Transportation)

DEFINITION: Under general supervision, service school district automotive equipment; assist skilled mechanics in the maintenance and repair of automotive equipment including troubleshooting and identification of mechanical difficulties.

DIRECTLY RESPONSIBLE TO: Director, Transportation Operations or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Fills fuel tanks, does lubrication, oil changes, battery maintenance, tire changing, and other servicing of automotive vehicles and equipment.
2. Inspects vehicles, diagnoses, and reports mechanical defects.
3. Assists in the repair and overhaul of transmissions, differentials, and other major systems.
4. Performs engine tune-ups, brake adjustments, and electrical system repairs.
5. Performs preventative maintenance on compressors and similar auxiliary equipment.
6. Fabricates or reworks parts on lathe or other shop equipment as required, including welding.
7. Rebuilds and repairs small engines and power tools.
8. Conducts road tests of vehicles to detect operational malfunction and quality of repairs.
9. Makes service calls for emergency repairs.
10. May do body repair and painting.
11. Maintains records and submits reports as necessary.
12. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to the completion of the tenth (10th) grade and a minimum two years of experience as an auto service person; supplementary training as an auto repair person highly desirable.

Licenses and Certifications:

- Valid Fork Lift Operator Certification in accordance with Cal-OSHA regulations
- Possession of, or willingness and ability to obtain a valid California Class B Commercial Driver's License with Passenger endorsement and air-brake certification issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license
- Any and all licenses/certifications may not include any restriction other than, 'Automatic Transmission Only'

Knowledge, Skills, and Abilities:

- Knowledge of practices and principals of lubricating and servicing buses and autos
- Knowledge of the principles of internal combustion engines
- Knowledge of the tools and equipment used in automotive repair work

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- Ability to make mechanical repairs to buses and other equipment
- Ability to use tools and equipment used in automotive repair work
- Ability to use standard shop tools and equipment safely and efficiently
- Ability to drive automobiles and buses
- Ability to perform functional checks of automotive systems
- Ability to understand and follow verbal and written instructions
- Ability to make simple reports
- Ability to communicate effectively both verbally and in writing with administrators, staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office and repair shop environment
- Outside weather conditions
- Wet or humid conditions
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the phone
- Operates office equipment and other tools requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports.
- Move about the facilities to conduct work including walking, sitting, stooping, kneeling, crouching, crawling, climbing, balancing, reaching with arms and hands, or standing for long periods of time
- Lift and/or move objects weighing up to 75 pounds and on occasion lift and/or move objects weighing up to 150 pounds with assistance
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Work near moving mechanical parts
- Work in high, precarious places
- Extreme hot and cold temperatures
- Exposure to fumes, airborne particles, oil, grease, other motor vehicle fluids, and toxic or caustic chemicals
- Risk of electrical shock and vibration

Other Characteristics:

- Ability to work nights and weekends as required

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/9/1973
Revised: 1/27/1992 (Licenses and Certificates)
Revised: 3/24/1995 (License Only)
Revised: 4/17/1995 (Gender wording changed)
Revised: 4/25/2000 (Changed to "Class B" License)
Revised: 5/29/2019