OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: ASSISTANT MECHANIC

SALARY LEVEL:	17	DIVISION:	Classified
DEPARTMENT:	Transportation	LOCATION:	Garage
REPORTS TO:	Transportation Supervisor		
APPROVED BY:	Board of Trustees	DATE:	Revised approval date 07/20/05

SUMMARY: Under the supervision of the Transportation Supervisor, this classification performs routine servicing and lubrication of buses and other automotive or mechanical equipment; performs minor and moderately complex mechanical work and assist the mechanic(s) with journey level maintenance and repair work on school buses and other automotive equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Lubricates equipment in accordance with established procedures and charts; checks and changes oil, oil filters and air filters, fuels and services buses and other vehicles; replaces hoses, belts, water pumps, batteries and similar equipment and parts.
- Checks fan belts, hoses, wiper blades and other safety equipment; checks radiators and batteries, checks water and antifreeze levels; checks air in tires and adjusts pressure; repairs flat tires and changes tires as necessary.
- Maintains records of work performed and the need for future servicing. Cleans and maintains shop facilities and equipment.
- Assists the mechanic(s) in performing moderate to complex overhaul and repair work on engines, transmissions, drive unit, brakes, suspension systems, hydraulic systems, fuel systems, cooling systems, alternators, electrical systems, instrumentations and other necessary power equipment.
- Uses a variety of testing equipment such as ammeters, voltmeters and gauges to determine malfunctions and the need for repair.
- Drives buses and other motorized equipment as needed.
- May occasionally act as bus driver or pick up students who have missed buses.
- Performs other related work as required and assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); one (1) year of experience in the repair and maintenance of a variety of automotive or mechanical equipment.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating laws pertaining to school bus driving, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually to parents and other staff members.

MATHEMATICAL SKILLS: Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:
California Commercial Driver's Class B License with special School Bus Certificate which requires a current Medical Certificate (must be acquired during the employee's probationary period).
California Department of Motor Vehicles printout of the employee's driving record required.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks with frequent interruption. Ability to interact with staff and others in an open, friendly manner. Ability to follow complex instructions with minimal supervision. Ability to work independently. Ability to follow regulations pertaining to the safe operation of buses and school district equipment.

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.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, stoop, kneel, and crouch. The employee frequently listens, hears, and talks.

The employee must regularly lift and/or move up to 25 pounds. Occasionally lifts up to 50 pounds. However if lifting more than 50 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to heavy and it may regularly be loud. Due to the busy nature of a school bus garage, the employee must be able to routinely work well under pressure and remain calm and tactful with staff members.