2/25/2020
September 2016
FLSA: Non-Exempt
Range: 18

HEAVY EQUIPMENT MECHANIC

DEFINITION
Under general supervision from the Director of Maintenance and Operations, performs mechanical work in the inspection, diagnosis, maintenance, and repair of District buses, vehicles, and grounds maintenance equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Director of Maintenance and Operations. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This is a journey-level mechanic classification that performs the full range of preventive maintenance, troubleshooting, service, and repair activities on District buses, vehicles, and grounds maintenance equipment required to ensure buses, vehicles, and equipment are maintained in a safe and effective working condition and provide the highest level of safety for District use. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other maintenance classifications by the performance of skilled mechanical maintenance duties.

ESSENTIAL JOB FUNCTIONS
Inspects, diagnoses, maintains, and repairs buses, vehicles, and grounds maintenance equipment including diesel, gasoline, electric, and compressed natural gas (CNG) powered buses, vehicles, and grounds maintenance equipment.

- Overhauls, repairs, and adjusts engines, transmissions, air and conventional brake systems, clutches, emission systems, and electronic computer systems; tunes up engines; diagnoses fuel injection problems and replaces ignition parts; cleans and adjusts carburetors.
- Performs required and routine preventative maintenance and 45-day mechanical safety inspections of District school buses and vehicles; initiates and completes repair orders and vehicle inspection reports; prepares vehicles for smog inspections.
- Test drives buses to ensure buses meet safety requirements.
- Lubricates and services a variety of buses, vehicles, and equipment; changes, cleans, and replaces spark plugs; replaces oil and oil filters; inspects, replaces, and balances tires; fills air in tires; washes, cleans, and refuels buses and vehicles as assigned.
- Communicates status of repairs to appropriate staff, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Maintains and repairs grounds maintenance equipment including tractors, mowers, backhoes, generators, blowers, edgers, weeders, and related equipment.
- Maintains inventory of parts and supplies; estimates costs of supplies, equipment, and materials; orders supplies and equipment as approved; maintains records of purchase orders.
- Provides technical information for equipment and vehicle bid specifications; provides bid specifications for tools and equipment.
- Recommends, coordinates, and schedules maintenance work with contractors.
- Operates a variety of specialized electronic diagnostic equipment and machinery.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains shop area, equipment, and materials in a safe, clean, and orderly manner.
- Provides road call services and performs emergency repairs as necessary.
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in inspection, diagnosis, maintenance, and repair of buses, vehicles, and grounds maintenance equipment.
- Operating and repair characteristics of a wide variety of District owned buses, vehicles, and grounds maintenance equipment.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties including California Code of Regulations Title 13.
- Safe work methods and safety practices pertaining to the work.
- Principles of record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with District staff.

Ability to:

- Troubleshoot and determine appropriate action in the inspection, diagnosis, maintenance, and repair of buses, vehicles, and grounds maintenance equipment.
- Perform skilled mechanical and electrical maintenance, repair, and installation work on buses, vehicles, and grounds maintenance equipment.
- Skillfully and safely use and operate hand tools, mechanical equipment, power tools, testing equipment, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Estimate needed materials and secure sufficient quantities.
- Maintain accurate logs, reports, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Follow District and department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12^{th}) grade supplemented by specialized training in the maintenance and repair of gas and diesel powered equipment and three (3) years of experience in automotive and power equipment repair.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class B Driver's License with the passenger and

air brake endorsements.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting and to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform medium physical work, operate varied hand and power tools and related equipment, and to climb and descend vehicles; vision abilities required include close vision, color vision, distance vision, peripheral vision, use of both eyes, and the ability to adjust focus; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and occasionally in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing District policies and procedures.