



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: VEHICLE MECHANIC

REPORTS TO: Executive Transportation Officer

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 146 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: January 28, 2016

JOB SUMMARY:

Under general supervision, perform journey level work in maintaining and making mechanical repairs to gas and diesel powered buses, trucks, automobiles, lawn mowers, and other gas powered machines; perform related duties as assigned.

CLASS CHARACTERISTICS:

This is a journey level classification. Position in this class requires knowledge of tools, procedures and operations obtained through considerable technical training and experience. The work includes various tasks involving different and unrelated processes and methods, and requires strenuous physical exertion. Employees are expected to use initiative carrying out recurring tasks independently. Guidelines are available for the work performed; however, employees must use some judgment to solve complex mechanical problems.

ESSENTIAL FUNCTIONS:

1. Inspect, diagnose, and make skilled automotive repairs including rebuilding major engine and drive train components such as valves, pistons, rings and transmissions; operation electronic diagnostic equipment to tune engines; replace spark plugs, pints, hoses, and timing belts.
2. Inspect, repair and/or replace distributors, brakes, drums, water pumps, tires and batteries.
3. Diagnose and repair electrical system problems; replace worn wires, fuses switches and lights.
4. Repair windows, doors, and seat belts; make minor auto body repairs.
5. Operate lathes, drill presses and welding equipment.
6. Lubricate vehicle and change oil and oil filters.
7. Provide Preventive Maintenance (PM), as required.
8. Keep records on Preventive Maintenance (PM), performed on all pieces of equipment.
9. Change bus and vehicle tires at established level of remaining treads; repair flats; and rotate tires.
10. Clean tools and work area, and maintain equipment in working order.
11. Check all vehicles for conformance to Highway Patrol safety standards in accordance with mandated inspections.
12. Maintain records of time and materials used on jobs.
13. Provide emergency road service for disabled vehicles.
14. May drive a school bus or other District vehicles to make deliveries.
15. Repair and/or replace wheelchair lifts: tracks or other tie-down components.
16. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

- Candidate must be able to perform essential functions above with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Two (2) years of experience as journey level automobile mechanic involving work on buses and trucks.
- Strong interpersonal and leadership skills.
- Critical thinking skills, as well as the ability to multi-task.

KNOWLEDGE OF:

- Tools, equipment and procedures used in the general overhaul, repair and maintenance of both gas and diesel powered buses and trucks.
- Basic electronics.
- Safety rules and regulations applicable to automotive service and repair and use of power tools.
- Vehicle computer operation systems.
- Vehicle safety standards for school buses.
- Hazardous materials handling and disposal.
- Department policies and procedures.
- Preventive maintenance practices.

ABILITY TO:

- Diagnose malfunctions and make mechanical repairs to a variety of engines.
- Use grinders, drills, and other specialized electronic and power tools and equipment.
- Make basic arithmetic calculations and maintain basic records.
- Follow oral and written directions.
- Run diagnostic tests on computerized automotive systems using electronic equipment.
- Read and understand auto repair manuals and computer software programs.
- Organize, schedule, and supervise the work of others.
- Operate a computer terminal or laptop computer and assigned software.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests if provided.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to read repair manuals, and see small automotive parts.
- Ability to See, observe and perform repairs.
- Ability to distinguish color coded parts and/or wiring.
- Ability to pull, push and carry heavy objects as required by position.
- Ability to reach overhead, above the shoulders and horizontally, stoop, kneel or crouch, and work in awkward positions; sit, lay or stand for long periods of time.
- Ability to climb ladders and work from bus tops.
- Ability to operate power tools, small hand tools and equipment, and work with small bolts and screws.
- Ability to lift and carry parts weighing up to 100 pounds; maneuvering heavier parts and equipment.

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.

- Working on ladders.

LICENSE/OTHER REQUIREMENTS:

- Valid California School Bus Driver’s Certificate, and Medical Examiner’s Certificate, and Class B driver’s license with passenger and school bus endorsement.
- Valid American Red Cross First Aid Certificate.
- Possession of 609 Automotive Air Conditioning Certificate.
- Must have a valid forklift certificate.
- Must pass a drug screening and physical exam.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.