

Position: Mechanic	Position Number:
Department: Transportation	FLSA: Non-exempt
Reports to: Director of Transportation	Salary Grade: 18

Summary

Performs major and minor mechanical work the repair, overhaul, body and fender fabrication, and general maintenance of school buses, grounds keeping equipment, vans, cars, and other automotive and power equipment.

Distinguishing Characteristics

The vehicle Mechanic requires at least 4 years of specialized experience plus formal industry training leading to one or more certificates. Advancement to the most senior position in the career ladder would involve leadership and demonstrated competency in repair and overhaul of heavy-duty diesel equipment.

Essential Duties and Responsibilities

- Performs complex work in the repair and maintenance of school buses and other automotive equipment including tractors, trucks, power mowers, material handling devices, and forklifts. Determines extent and type of repair needed. Estimates cost of repairs.
- Overhauls light duty engines. Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, valves, clutches, brakes and balances wheels. Repairs and changes tire.
- Performs a full range of vehicle preventive maintenance and servicing. Diagnoses mechanical and electrical systems. Performs routine vehicle tune-ups, lubrication, oil and oil filter changes.
- Performs safety and operating checks on personal vehicles, ensuring vehicle safety for the transportation of students. Inspects light, brakes, seating, oil and water leaks.
- May order parts and accessories for the shop. Enters work orders into a preventative maintenance system. Maintains shop tools and equipment.
- Maintains records of repair and maintenance work.
- Responds to emergency breakdowns and repair vehicles at emergency site.
- Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a working knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling gasoline and diesel-powered bus and automotive equipment. Requires knowledge of heavy-duty equipment as well as full knowledge of the tools, materials and equipment used in the diagnosis, maintenance, adjustment and repair of automotive and heavy equipment. Requires knowledge of the principles and methods used in preventive maintenance for automotive equipment. Must have a complete understanding of work hazards and accepted safety practices. Requires a basic understanding of the principles of report writing and record keeping. Must have sufficient communication skills in order to interact with individuals in own work group and other District staff and to maintain harmonious work relationships.

▪ **Abilities**

Requires the ability to perform all of the duties of the position effectively and efficiently and at a skill level commensurate with assignment. Requires the ability to perform vehicle maintenance duties including inspection, diagnosis and analysis techniques. Requires the ability to operate a variety of vehicle maintenance tools and equipment skillfully and safely. Must be able to estimate time and cost required for repairs. Must be able to safely operate a school bus and other vehicles. Ability to read and write at a level sufficient to perform all of the duties of the position including reading safety information and technical manuals required.

▪ **Physical Abilities**

Requires standing, stooping, kneeling, frequent carrying and lifting of light to medium weight materials up to 50 pounds, and occasional pushing, pulling, and guiding of objects over 50 pounds. Requires near visual acuity and accommodation (ability to bring items into sharp focus), strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination. Requires auditory ability to project voice in a noisy shop environment, carry on conversations, and hear engine and other automotive sounds. Requires the ability to get a Bus Drivers license.

▪ **Education and Experience**

Specialized training in automotive repair required. The position requires a minimum of 4 years of increasingly responsible experience in the maintenance and repair of vehicles including experience in the repair and maintenance of heavy gasoline and diesel powered equipment.

▪ **Licenses and Certificates**

Requires a valid driver's license, first aid, and medical examination card.