# Heavy Duty Diesel and Equipment Mechanic

**Purpose Statement**

The purpose of the Heavy Duty Diesel Mechanic position is to ensure the availability of vehicles and equipment in safe operating condition, including determining needed repairs and/or replacements on district vehicles and equipment. This includes performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state, and federal requirements. Additionally, the role encompasses maintaining and servicing electric vehicles (EVs), such as buses and other heavy-duty vehicles, as well as various equipment, to ensure their safe operation and compliance with evolving EV-specific regulations and guidelines.

**Essential Functions**

- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Inspects District vehicles and equipment (e.g. buses, automobiles, trucks, tractors, etc.) for the purpose of adhering to a preventive maintenance schedule and ensuring compliance with safety inspection standards/requirements.
- Installs vehicle systems/components (e.g. tires, starters, alternators, filters, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Maintains district vehicles (e.g. buses, snow removal equipment, tractors, forklifts, tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains files and/or records (e.g. maintenance logs, inspection logs, service records, DMV inspection reports, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs minor body work (e.g. front ends, fenders, paint, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road tests on all vehicles for the purpose of ensuring that vehicles are in safe operating order.
- Prepares written documentation (e.g. maintenance logs, purchase orders, service records, etc.) for the purpose of documenting activities, meeting compliance requirements and providing audit references.
- Repairs heavy equipment, vans, buses, etc. (e.g. brake adjustments, overhauls, minor body work, chain repairs, etc.) for the purpose of ensuring availability of equipment and/or fleet in safe operating condition.
- Researches information (e.g. products, tools, etc.) for the purpose of securing parts/equipment within budget and/or providing recommendations for purchases.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field, installing chains and/or having the vehicle towed.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of equipment and/or supplies as needed.
- Works on and services electric vehicles (EVs), including buses and other heavy duty vehicles, diagnosing malfunctions, performing repairs, and conducting preventive maintenance to ensure their safe operation and compliance with EV-specific regulations.
- Utilizes specialized training and equipment to service and maintain EV buses and vehicles, including familiarity with charging systems, battery diagnostics, and EV-specific components.
- Maintains a basic set of employee-provided hand tools, ensuring they are properly organized, maintained, and available for use in vehicle and equipment maintenance tasks.

**Other Functions**

- Assists in snow removal for the purpose of maintaining a safe environment.
- Attends safety meetings and in-service meetings for the purpose of receiving information on new and/or improved procedures.

## Job Requirements & Skills

### Skills
Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in vehicle repair and maintenance; and preparing and maintaining accurate records.

### Knowledge
Knowledge is required to perform algebra, and/or geometry, read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; diesel and electrical systems; and trends in automotive diagnosis and repair.

### Ability
Ability is required to schedule activities; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and setting priorities.

### Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization’s services.

### Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 25% walking, and 65% standing. The job is performed under with some temperature extremes and some hazardous conditions.

### Experience:
Job Related experience with specialized field is required

### Certificates & Licenses:
Valid Class A or B Driver’s License with Passenger Endorsement

### Education:
Community College and/or Vocational School Degree with study in job related area.

### Clearances:
Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

### FLSA Status

Non Exempt

**Additional Qualifications**
Ability to travel to other sites/locations

**Supervision**
Ability to travel to other sites/locations

**Required Testing**
Pre-employment Proficiency Test
Physical Capacities Test

**Continuing Education/ Training**
Non specified

**Salary Grade**
Classified Range 36

**Work Year**
260