

CLASSIFIED JOB DESCRIPTION

AUTOMOTIVE MECHANIC HELPER

JOB SUMMARY:

Under immediate supervision, does a variety of semi-skilled mechanical jobs and automotive maintenance work; contributes to a team effort for the benefit of pupils, staff, and the community; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Assists the mechanic by working as a helper. Makes minor repairs to lights, turn signals, windows, doors, ventilators, seats, and floorboards.
- Lubricates and services vehicles.
- Washes buses and automobiles.
- Inspects for wear and repairs, removes, and installs tires.
- Repairs seat upholstery.
- Drives District vehicles to various locations to pick up repair parts.
- Assists in maintaining parts inventory.
- Cleans work area as necessary.
- Performs custodial duties within the Transportation Department.
- Performs data input.
- May be required to serve as a school bus driver.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of principles of internal combustion engines and of procedures, tools, equipment, and materials used in the repair and maintenance of motorized equipment.
- Ability to operate equipment used in repairing or servicing motorized equipment, mechanical aptitude, and understands and follows oral and written directions.
- Ability to lift up to one hundred (100) pounds.
- Two years experience in mechanical work, including some training or experience in automotive mechanics.
- High school diploma or GED required.
- Must have a good driving record. Be capable, upon employment, of obtaining the following documents: California Commercial Driver License Class A or B with "Air Brake" and "Passenger" endorsements, California School Bus Driver Certificate with no limitations (exception "Automatic Transmission Only"), and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through emergency exits.

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Classified Salary Schedule: Range 29

BOARD APPROVED: 2/22/93

REVISION DATES: 11/16/04

10/14/20

7/18/23

08/09/2023