

CLASS SPECIFICATION

MECHANIC

DEFINITION

Under the direction of the Director, Maintenance/Operations, Transportation, and Technology, inspects, diagnoses, repairs, and maintains district vehicles and equipment; and does other related work as assigned.

REPRESENTATIVE DUTIES

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Inspect district vehicles and equipment (e.g. brake system, coolant, general conditions, etc.) for the purpose of ensuring safe operating conditions
- Diagnose mechanical defects and perform all types of maintenance and repair work, such as replacing engines and transmissions, electrical tune-ups, and replacing and adjusting brakes
- Raises vehicles, with hydraulic jack or hoist, to gain access to mechanical units fastened to undersides of vehicles
- Maintain school buses to meet or exceed CHP inspection standards
- Make road tests of buses and other automotive equipment as needed
- Maintain assigned areas, tools, and equipment in safe, clean, orderly condition
- Sharpen blades contained on multiple-reel/rotary-type power mower equipment
- Utilize welding equipment
- Research and evaluate products and services for best sources; obtain purchase order approval; prepare and maintain work orders, records, and reports related to work performed
- May support/advise staff making mechanical repairs
- May drive district vehicle to pick up or deliver goods, parts, or repaired items
- May be required to operate a forklift to load or unload items
- Answer road calls for emergency service; may work overtime in transportation emergency situations

ORGANIZATIONAL RESPONSIBILITIES

This position functions under the supervision and direction of the Director, Maintenance/Operations, Transportation, and Technology.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Principles, methods, and tools used in preventive maintenance and repair of equipment and vehicles, including CNG and electric
- Applicable laws, records, policies, and regulations relative to the safety and maintenance of school buses and other vehicles, as well as those pertaining to the transportation of students
- Federal, state, and local laws and regulations pertaining to the handling of hazardous waste and clean air requirements
- Proper methods of storing equipment, materials, and supplies

Ability to:

- Perform skilled and semi-skilled vehicle maintenance and repair work
- Locate and diagnose mechanical defects
- Understand and carry out oral and written directions
- Maintain records related to safety, preventative maintenance, and work performed, both manually and computerized
- Perform heavy manual labor
- Load and unload a variety of carts, boxes, and objects of varying sizes and weights
- Establish and maintain effective and collaborative relationships
- Perform a high volume of work and meet tight deadlines

Education and Experience:

- High school graduation or equivalent
- Two years of journeyman-level experience in the maintenance and repair of a fleet of light and heavy gasoline, natural gas, and diesel powered motorized vehicles, including school buses, and equipment
- One year of journeyman-level experience in the maintenance and repair of electric school buses or vehicles desirable

License and Certification Required:

Valid, appropriate California Driver's License, currently being a Class A or B, with P [passenger] endorsement

PHYSICAL DEMANDS AND WORKING CONDITIONS

Employees performing service in this classification will exert 60 to 100 pounds of force to lift, carry, push, pull, or otherwise move objects. Work may involve ascending and descending ladders, stairs, and ramps and will involve walking or standing for extended periods. The position requires lifting, bending, stooping, and working in awkward positions. The position requires mobility of arms to reach and extend overhead; dexterity of hands to grasp and manipulate controls and small objects; and is subject to heavy physical labor. This position requires accurate perceiving of sound; near and far vision; depth perception; and the ability to communicate. While performing the duties of the job, the employee will work in both indoor and outdoor environments, in seasonal heat and cold or adverse weather conditions, and often in a noisy atmosphere. The employee may be required to work with harsh and/or toxic substances including contact with petro chemicals and solvents, and associated fumes, dust, and odors. The employee is frequently around moving vehicles and machinery with moving parts and will be required to perform a high volume of work and meet tight deadlines.

Approved: August 28, 2006

Revised: March 12, 2020