

SUNNYVALE SCHOOL DISTRICT

February 2014

CLASS TITLE: MECHANIC

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District gas and diesel-powered vehicles and equipment; perform required inspections of school buses.

ESSENTIAL DUTIES:

Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District gas and diesel-powered vehicles and equipment; assist in maintaining required records of District vehicles and equipment.

Perform required inspections of school buses; perform routine maintenance safety checks, emissions tests and inspections of vehicles; assist in maintaining accurate service and repair history records on transportation vehicles and equipment.

Evaluate maintenance, servicing and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; prepare work list of the mechanical maintenance and repair needs of District vehicles.

Adjust and reline brakes; maintain and replace air and hydraulic brake system components; install axles; overhaul steering gears and drive shafts; change tires.

Diagnose and repair engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems.

Repair and adjust standard transmissions, drive shafts, differentials, clutches, gears, valves, transfer cases, and rear ends; tune engines and carburetors.

Drive a school bus for road tests and other repair purposes; assure compliance with applicable traffic and related transportation laws, codes and regulations.

Operate a variety of specialized electronic diagnosis equipment and machinery, welding equipment and hand and power tools.

Maintain shop area, equipment and materials in a safe, clean and orderly manner; assist in the disposal of hazardous waste and materials according to established procedures.

Communicate with other departments, outside agencies and personnel regarding vehicle and equipment repairs; communicate with vendors concerning parts; respond to emergency field calls as needed.

Drive a school bus along a designated route as assigned; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations; pick up and discharge students in accordance with established time schedules.

Perform electrical and acetylene welding, brazing and soldering as necessary; maintain welding and cutting supplies and equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and vehicles.

Operation, theory and principles of gasoline and diesel-powered engines.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty.

Shop math applicable to vehicle maintenance.

Health and safety regulations.

Safe and defensive driving practices.

Applicable traffic and student transportation laws, codes and regulations.

Basic record-keeping techniques.

ABILITY TO:

Diagnose, repair and maintain a wide variety of large and small gasoline and diesel-powered engines and related equipment.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate specialized equipment used in repairing or servicing of vehicles.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Analyze situations accurately and adopt an effective course of action.

Maintain records and reports related to safety, preventive maintenance and work performed.

Understand and follow oral and written instructions.

Interpret, apply and explain applicable laws, codes rules and regulations.

Work cooperatively with others.

Observe legal and defensive driving practices.

Plan and organize work.

Observe health and safety regulations.

Work independently with little direction.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible experience in the mechanical repair of automotive and power-driven equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Class B driver's license with passenger and air brake endorsements.
Valid unrestricted California School Bus Driver certification.
Valid Medical Card.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.
Noise from equipment operation.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease and gases.

PHYSICAL DEMANDS:

Standing or sitting for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to inspect buses.
Climbing ladders or scaffolding.
Lifting, carrying, pushing and pulling heavy objects.
Heavy physical labor.

HAZARDS:

Subject to noise from equipment operation.
Exposure to fumes and vapors.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Traffic hazards.
Driving a vehicle during adverse weather conditions.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and the California School Employees Association.