



Excellence for all.

Job Title: Mechanic

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Transportation Supervisor and/or assigned designee, 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.

Distinguishing Characteristics:

Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks, tractors, and other District vehicles including gasoline and diesel-powered vehicles; maintain related records.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks, tractors, and other District vehicles including gasoline and diesel-powered vehicles; maintain related records.
- Perform required inspections of school buses; perform inspections on all District vehicles; perform routine maintenance safety checks and inspections of vehicles; maintain 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 and balance 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, universal joints, gears, valves, transfer cases, and rear ends, tune engines and carburetors.
- Operate a variety of specialized electronic diagnosis equipment and machinery; operate a computer terminal to order parts, maintain inventory and update fuel usage and mileage records as assigned.
- Maintain shop area, equipment, and materials in a safe, clean, and orderly fashion.
- Operate a school bus to respond to emergency field calls as needed.
- Perform electrical and acetylene welding, brazing, and soldering as assigned.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and equipment.
- Safe operation of related tools, equipment and procedures in the overhaul, repair, and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.
- 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.
- Basic computer operation.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- 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 related to safety, preventive maintenance and work performed.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Observe legal and defensive driving practices.
- Operate a computer.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by completion of an automotive mechanic apprenticeship program and two years journey-level experience in the repair of light and heavy gasoline and diesel automotive equipment. Successful completion of the Merit examination process is required.

Licenses Requirements: Valid California Class B driver's license with air brake and passenger endorsements.

Working Conditions:

Environment: Vehicle and equipment repair shop environment. Driving a vehicle to conduct work. Emergency call-out.

Physical Demands: Pulling, pushing, lifting, and carrying heavy objects. Walking or standing for extended periods. Bending at the waist, kneeling, or crouching. Reaching overhead, above the shoulders and horizontally. Dexterity of hands and fingers to operate power tools and equipment. Seeing to observe and perform repairs. Perform repetitive hand and body motions.

Hazards: Subject to noise and fumes from equipment operation. Exposure to fumes and vapors. Working in a cramped or restrictive work chamber. Working around and with machinery having moving parts.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 128

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Ewing & Company

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023