

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Mechanic I

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Three years of experience in vehicle repair.

Education:

High school diploma or equivalent and trade school courses.

Certificate/License Requirement:

Possession of a valid Class A or Class B, California Motor Vehicle Operator's License with Valid Medical Examiners Certificate (DMV No. DL5 1A required. Possession of a School Bus Driver's Certificate issued by the California Highway Patrol desired.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of the Transportation Shop Foreman, performs the work of a Mechanic making major and minor repairs to all District-owned vehicles and equipment.

SPECIFIC RESPONSIBILITIES

1. Using automotive hand tools makes major adjustments and repairs to district-owned vehicles.
2. Makes engine and transmission overhauls.
3. Services, lubricates and performs preventive maintenance on a set schedule keeping vehicles in good repair.
4. Repairs other equipment including lawn mowers, tractors and trailers and maintains it in good condition.
5. Completes all phases of brake repairs.
6. Changes and repairs tires.
7. Overhauls and adjusts carburetors, injectors, generators, alternators, starters, regulators, steering assemblies and differentials.
8. Does body repair and painting.
9. Steam cleans and washes vehicles; maintains a well kept work area.
10. Drives a school bus or other transportation vehicle on an assigned route and time schedule and/or on special trips in conformity with District policies and rules and regulations stipulated by the California Highway Patrol and State Department of Education.
11. Transports students to and from school and students and adults on authorized trips.
12. Performs other related duties as assigned.

Approved: August 10, 1982

AK/bb

7/12/06 revised JY/DK/LRM

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Tools, materials and equipment used in the maintenance and repair of automotive equipment;
- basic knowledge of gasoline and diesel engines;
- safe driving practices and techniques;
- basic first aid procedures and methods;
- safety and maintenance requirements of bus and other pupil transportation equipment;
- provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children.

Ability to:

- Follow directions of supervisor;
- make general repairs on vehicles and operate necessary automotive repair equipment and work cooperatively with others.
- Work within time limits;
- maintain accurate "materials used" records.
- Drive a school bus and other transportation equipment safely and effectively;
- maintain appropriate student behavior on a school bus or other transportation equipment;
- perform appropriately in situations requiring tact and diplomacy;
- understand and carry out oral and written directions
- establish and maintain cooperative working relationships.

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