

DELANO JOINT UNION HIGH SCHOOL DISTRICT

MOT MECHANIC

(Revised 10/11/2024)

JOB SUMMARY:

Under the supervision of the Superintendent or designee, assume responsibility for and assist with performing highly technical and skilled maintenance and repairs to all District owned vehicles and equipment. Mechanic will oversee, inspect, repair, and diagnose mechanical defects on a variety of diesel, gasoline, propane, alternative fuel buses, trucks, automobiles, and other motorized equipment.

MINIMUM QUALIFICATIONS:

Knowledge of: Proper methods, techniques, materials, tools, and equipment used in maintenance and repair of a variety of heavy-duty diesel, gasoline, electric and natural gas-powered motorized vehicles and equipment. Proper methods of using, maintaining, and storing equipment, materials and supplies; appropriate safety precautions and procedures; proper lifting techniques; use and care of power equipment; auto repair techniques: electrical, fuel, and air conditioning systems, transmission and chassis repair, electric welding repair, maintenance, and safety procedures. Principles, practices, and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment. Knowledge in principles and theories of the internal combustion engine including, reconditioning, overhaul and rebuild. Knowledge of legal mandates, policies, regulations, and guidelines pertaining to the repair, overhaul and maintenance of pupil transportation, automotive and district equipment. Knowledge of safe working methods and procedures.

Ability to: Troubleshoot, diagnose, and recommend vehicles repairs; Operate hand and power tools and equipment safely and efficiently; Clean, maintain, and service vehicles equipment; repair and make adjustments after detecting mechanical defects on vehicles and equipment; Use a variety of hand tools diagnostics equipment, welding equipment and a variety of mechanical aids in the repair, adjustments and maintenance of motorized equipment; Perform road test and inspect buses and other automotive equipment to ensure that the malfunctions have been corrected and that the equipment is functioning properly; Estimate time and material cost concerning repair and maintenance functions; Respond to emergency roadside service needs; Inspect correct, and provide written reports of work accomplished; Maintain a variety of files and records pertaining to motorized equipment repair, overhaul and maintenance; Interpret mechanical and electrical schematics and diagrams; Maintain simple records and prepare complete and concise reports; Establish and maintain cooperative working relationships; Maintain good attendance and punctuality; Operate a computer utilizing the basic software programs; Work cooperatively with staff, and fellow workers; Understand and carry out oral and written instructions in English; Safely and effectively operate a moving vehicle; Replace or repair upholstery; Be self-directed and work independently.

Experience:

Preferably five (5) years of experience in vehicle repair and in vehicle maintenance. Experience with Heavy Duty diesel vehicles is preferred. Knowledge in maintaining and repairing variety of diesel,

gasoline, propane, alternative fuel buses, trucks, automobiles, and other motorized equipment preferred.

Education: Must possess high school diploma or equivalent. Possess an Automotive Service Excellence (ASE) Certification for the repair and maintenance of school bus, steering and suspension, brakes, and electrical systems highly desired; and maintain such certifications. Specialized training, experience, or course work in gasoline and diesel-powered equipment repair, overhaul, and maintenance, and in the organization and coordination of a mechanical service department is desirable.

License and Certificates: Must possess a valid Class A or B California Driver License with Air Brake certification. Must possess a passenger endorsements, or obtain one within six months of employment.

ESSENTIAL FUNCTIONS OF THE POSITION:

- A. Perform preventive maintenance on a set schedule to keep vehicles and equipment in good condition.
- B. Perform brake inspections and make necessary repairs on all brake systems.
- C. Change and repair tires.
- D. Maintain and repair all vehicle and equipment components including, but not limited to, electrical systems, charging systems, fuel systems, ignition systems, air conditioning units, steering assemblies, and differentials.
- E. Rebuild, replace or overhaul items including, but not limited to: engines, transmissions, differentials and starters, generators, braking systems, clutches, fuel systems, electrical systems and other mechanical assemblies.
- F. Perform repairs with limited or no departmental supervision with higher level of responsibilities of repairs.
- G. Review work orders to determine appropriate course of action.
- H. Communicate regularly with supervisor and drivers concerning the condition, defects and corrective action required to repair such defects of their vehicle; in accordance with laws, regulations, and District standards.
- I. Oversee the use of hand and specialized shop tools and equipment, and their safe use.
- J. Retain acquired knowledge; build competencies and share skills with other mechanics.
- K. Monitor safe operating practices in and around the shop area.
- L. Coordinate the response to emergency roadside service needs.
- M. Review, inspect, organize, schedule, and monitor cleanliness of shop.
- N. Monitor the road testing of equipment to ensure that malfunctions have been corrected.
- O. Assist with monitoring inventory, ordering, and distributing supplies and equipment.
- P. Maintain accurate and detailed records of work performed and material used, including CHP, carrier inspections and other records according to state and federal requirements.
- Q. Attend and participate in district-required meetings and/or training.
- R. Maintain fueling system and inspections, ordering of fuel.
- S. Assist with time estimates and material costs concerning repair and maintenance of District vehicles
- T. Perform other related duties.

ESSENTIAL PHYSICAL FUNCTIONS OF THE POSITION:

Incorporated within one or more of the previously mentioned essential functions of the job description are the following essential physical requirements.

- | | |
|---------------------------|------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51-71% 2 |
| 2. Occasional = 25-50% | 4. Very frequent = 76% |

- 1 Ability to work at a desk, conference table or in meeting of various configurations.
- 3 Ability to stand for extended periods of time.
- 4 Ability to see for purposes of reading printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand normal conversation.
- 4 Ability to bend and twist, stoop, kneel, run and crawl.
- 4 Ability to lift 50 pounds.
- 4 Ability to carry 25 pounds.
- 4 Ability to operate office equipment.
- 4 Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Continued employment in this position will be based upon successful performance as demonstrated through the evaluation procedures of the respective program as established for the District in the collective bargaining agreement. This individual involved in this position will also follow District Board Policy and State Laws.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____