

SAN YSIDRO SCHOOL DISTRICT

TITLE: Mechanic
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt
REVISED: April 2021

REPORTS TO: Director of MOTF
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule Steps 15-19
Board Approved: May 13, 2021

BASIC FUNCTION: Under the direction of the Director of Maintenance, Operations & Facilities the mechanic will develop a system for the mandatory maintenance of all district vehicles and school busses in accordance with manufactures, D.M.V. and the California Highway Patrol. The mechanic will also be responsible for all minor repairs, tools, equipment, to district vehicles and school busses.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- The mechanic shall be responsible for determining the needed equipment, facilities, parts, manuals, materials, and supplies required for those operations that can be performed by District personnel.
- The mechanic shall be responsible for the development of a system for the storage, issuance and inventory of equipment, parts, manuals, and supplies used in the service and repair of vehicles and school busses.
- The mechanic shall be responsible for basic maintenance including vehicle fluid replacement, filter replacement, windshield wiper replacement, and light bulb repairs.
- The mechanic shall be responsible for recommending repairs by outside agencies.
- Monitors the 45 days 3,000 miles prevented maintenance as mandated by California Highway Patrol.
- Checks all cooling systems of liquid and air cooled engines for proper circulation.
- Recommends repairs of broken cooling vanes, worn belts, and belt adjustment for outside services.
- Checks tire wear and pressure and makes appropriate replacement, adjustments, or recommendations for outside services.
- Checks electrical systems and makes necessary replacements, adjustments, or recommendations for outside services.
- Checks windshields wipers, safety exits, heating systems, window operations, seat adjustments, brakes, safety glass, exhaust systems, body and frame conditions, hoses, belts, locking devices, fuel tanks, shock absorbers, bearings, wheels, lug nuts and other vehicles and machine parts essential to the safe operation of vehicles, or machines.
- Tests all district vehicles and school busses for proper and safe operation following the maintenance service.
- Repairs and replaces or recommends repair by outside services for any items found to be malfunctioning, inoperative, worn to excess, or otherwise considered to be detrimental to the continued operation of the District vehicles and all school busses as per California Highway Patrol requirements.
- The mechanic shall perform other services as required by district including driving a school bus.
- Supports with the cleanliness of district buses, district vehicles and bus yard on a regular basis.
- Assists in the maintenance of CHP records for annual inspections of all district vehicles.

- Maintains set of back-up keys for all district vehicles.
- Serves as a back-up bus driver on any district route in the case of emergency.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School diploma or general education degree (GED); AA in related field preferred
- Job related experience with increasing levels of responsibility is required.
- Class B Driver's License is required.
- Maintain School Bus Driver Certificate.
- First Aid Card
- Passenger Endorsement (PS)

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.