

Job Title: **Apprentice Fleet Mechanic**  
Job Family: **Transportation**  
Pay Program: **Classified**  
Typical Work Year: **12 months**

Job Code: **060524**  
FLSA Status: **Non-Exempt**  
Shift Differential: **No**  
Pay Range: **G12**

**SUMMARY:** This position will learn how to do all aspects of, and assist in, the repair and maintenance of all district fleet vehicles and equipment to include light/medium/heavy duty diesel, gas, propane, and alternative powered school buses, warehouse trucks and support fleet vehicles as well as snow removal equipment and trailers. All inspections and repairs conforming to Colorado Department of Education (CDE), Department of Transportation (DOT), Original Equipment Manufacturers (OEM) and District requirements following all regulations and guidelines per Federal Motor Vehicle Safety Standards (FMVSS) and Federal Motor Carrier Safety Regulations (FMCSR) to ensure quality control and evaluation of preventive maintenance and repair services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions                                                                                                                                                                                                                                                                                                                                                              | Frequency | % of Time   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| 1. Assist Fleet Mechanic with the diagnoses and repair of all types of fleet vehicles and equipment, to include, but not limited to, diesel, gasoline, propane engines, drive-train systems, suspension and steering, heating and cooling systems, air/hydraulic brakes, wheelchair lifts, electrical systems, GPS, camera systems. Assist with roadside repairs and service calls. | D         | 40%         |
| 2. Assist with performing preventative maintenance inspections of all fleet vehicles as required by CDE, DOT, FMVSS and FMCSR specified by vehicle manufacturer and fleet service department standards.                                                                                                                                                                             | D         | 30%         |
| 3. Assist with diagnosing electrical and mechanical faults and performing computer data scans by using diagnostic equipment, to include DVOM multimeter, PC based software, laptops and hand-held scanners.                                                                                                                                                                         | D         | 10%         |
| 4. Assist drivers with operations of vehicles.                                                                                                                                                                                                                                                                                                                                      | D         | 5%          |
| 5. Assist with completing required forms, paper work and data entry for fleet maintenance records including, but not limited to, repair orders, inspection and diesel emission forms, etc. Enter work orders and report time worked into the fleet management software system.                                                                                                      | D         | 5%          |
| 6. Assist with, installing new and used equipment as well as using all types of welding equipment to perform necessary fabrications.                                                                                                                                                                                                                                                | Q         | 5%          |
| 7. Report to work during snow duty as essential personnel to provide support to snow removal staff, plow snow in the transportation lot and prepare vehicles for operations.                                                                                                                                                                                                        | Q         | 2%          |
| 8. Assist with, performing other duties as assigned.                                                                                                                                                                                                                                                                                                                                | Ongoing   | 3%          |
| <b>TOTAL =</b>                                                                                                                                                                                                                                                                                                                                                                      |           | <b>100%</b> |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Minimum of 16 years of age. Proof of age is required and must comply with all portions of the Colorado Department of Labor and Employment, Colorado Youth Employment Opportunity Act, as well as the Federal Fair Labor Standards Act.
- Must have completed the first year at a High School or College Technical Automotive program.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Valid Colorado Driver's License and must be insurable through the District's Self Insurance Pool.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Mechanical aptitude.
- Basic math and computer skills.
- Ability to travel among district facilities.
- Oral and written communication skills
- Problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic mechanic toolbox with basic tools required.
- Will obtain an operating knowledge of tire mounting equipment, engine dig., computer, scanners, lab scopes, grinders, welders, torches, and lifting equipment.
- Operating knowledge of district information technology systems and any other department specific software and equipment.
- Will obtain an operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | POSITION TITLE | JOB CODE |
|--------------------|----------------|----------|
| <b>Reports to:</b> | Fleet Manager  | 050503   |

|                        | POSITION TITLE                                       | # of EMPLOYEES | JOB CODE |
|------------------------|------------------------------------------------------|----------------|----------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                |          |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                        | Amount of Time |           |            |          |
|---------------------------------------------|----------------|-----------|------------|----------|
|                                             | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                                       |                |           |            | X        |
| Walk                                        |                |           |            | X        |
| Sit                                         |                | X         |            |          |
| Use hands and fingers to handle and/or feel |                |           |            | X        |
| Reach with hands and arms                   |                |           |            | X        |
| Climb or balance                            |                |           | X          |          |
| Stoop, kneel, crouch, or crawl              |                |           | X          |          |
| Talk                                        |                |           |            | X        |
| Hear                                        |                |           |            | X        |
| Taste                                       | X              |           |            |          |
| Smell                                       |                | X         |            |          |
| WEIGHT and FORCE DEMANDS:                   | Amount of Time |           |            |          |
|                                             | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds                             |                |           |            | X        |
| Up to 25 pounds                             |                |           |            | X        |
| Up to 50 pounds                             |                |           | X          |          |
| 51 to 100 pounds                            |                | X         |            |          |
| More than 100 pounds                        | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                | X         |            |          |
| Communicate          |                |           | X          |          |
| Copy                 |                | X         |            |          |
| Coordinate           | X              |           |            |          |
| Instruct             | X              |           |            |          |
| Compute              |                | X         |            |          |
| Synthesize           | X              |           |            |          |
| Evaluate             |                | X         |            |          |
| Interpersonal Skills |                | X         |            |          |
| Compile              |                | X         |            |          |
| Negotiate            | X              |           |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) |                | X         |            |          |
| Work near moving mechanical parts     |                |           | X          |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           |                | X         |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            |                |           | X          |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            |                |           | X          |          |
| Risk of electrical shock              |                | X         |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             |                | X         |            |          |

| VISION DEMANDS:                                           | Required |
|-----------------------------------------------------------|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) | X        |
| Peripheral vision                                         | X        |
| Depth perception                                          | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     |                |
| Loud         |                |
| Very Loud    | X              |