JOB DESCRIPTION

JOB TITLE: Mechanic Assistant/Bus Driver

Job Family: Transportation

Range: 34

Overall Job Purpose Statement/s: The job of "Mechanic Assistant/Bus Driver" is done for the purpose/s of assisting in the skilled and semi-skilled maintenance, service and repair of District school buses (diesel and gasoline), vehicles and other equipment. Transports students to and from school within designated routes to ensure the safety of the students while passengers in the school vehicle.

Essential Job Functions:

* **Skilled** maintenance and mechanical repair of buses, trucks, vans, automobiles, tractors, fork lifts, lawn mowers and other mechanical equipment.
* **Inspection** and diagnoses mechanical defects and determines corrective action required to repair such defects.
* **Automotive** electrical system inspection and repair work.
* **Rebuilding**, repairs and adjusts pumps, cylinders, control valves, motors and related components.
* **Necessary** repairs such as overhauling and tuning engines; adjusting and repairing transmissions; replacing, overhauling and adjusting bearings, ignitions and carburetors.
* **Adjustments** and overhaul of brakes; repairs of air brakes.
* **Repair** of suspension systems, front axles and rear axles.
* **Performance** of safety checks and operational tests on District buses, autos, vans and other equipment in accordance with the District preventive maintenance program and California Highway Patrol regulations.
* **Sanding** and painting of vehicles as required.
* **Performance** of welding and fabrication work; rebuilds and installs specialized equipment.
* **Lubrication**, oil changing, battery maintenance, tire changing and other servicing of vehicles and/or equipment as needed.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:

* **Experience Required:** Prior related experience involving both gas and diesel engines.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills to maintain gas and diesel engines, operate hand and power tools.

  Knowledge of repairs, safe working methods and procedures; understand and carry out both oral and written instructions in an independent manner.

Abilities to stand for prolonged periods, inspect and repair buses. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, hearing conversations and other sounds, (e.g. air leaks), near/far visual acuity/depth perception and accommodation.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Class Driver's License, valid California State School Bus Driver's Certificate and evidence of insurability, Criminal Justice Fingerprint Clearance, negative drug screen test and negative TB test results. Successful completion of District Proficiency Test.