JOB DESCRIPTION

JOB TITLE: Mechanic

Job Family: Transportation

Range: 44

Overall Job Purpose Statement/s: The job of "Mechanic" is done for the purpose/s of performing skilled and semi-skilled maintenance, service and repair of District school buses (diesel and gasoline), vehicles and other equipment.

Essential Job Functions:

* **Performs** skilled maintenance and mechanical repair of buses, trucks, vans, automobiles, tractors, fork lifts, lawn mowers and other mechanical equipment.
* **Inspects** and diagnoses mechanical defects and determines corrective action required to repair such defects.
* **Performs** automotive electrical system inspection and repair work.
* **Rebuilds,** repairs and adjusts pumps, cylinders, control valves, motors and related components.
* Makes necessary repairs such as rebuild, replace, or overhaul engines, transmission differentials, starters, generators, braking systems, clutches and carburetion systems.
* **Adjusts** and overhauls brakes; repairs air brakes; repairs suspension systems, front axles and rear axles.
* **Performs** 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.
* **Sands** and paints vehicles as required; performs welding and fabrication work; rebuilds and installs specialized equipment.
* **Maintains** records of time and materials used for completion of repairs/servicing.
* **Makes** emergency road calls as needed.
* **Performs** lubrication, oil changing, battery maintenance, tire changing and other servicing of vehicles and/or equipment as needed.
* **Contacts** parts dealers and refers to catalogs to order needed parts and supplies.
* **Replaces** defective vehicle parts/systems for the purpose of ensuring the availability of vehicles in a safe operating condition.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Attends** workshops, seminars, in-services and training programs designated to maintain competency levels or meet necessary requirements.

Essential Job Requirements - Qualifications:

* **Experience Required:** Minimum one (1) year 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 procedure.

  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. Diagnose, determine appropriate parts and repairs needed and repair a variety of vehicle and mechanical malfunctions. Communicate effectively in oral and written forms.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Class Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative drug screen test and negative TB test results. May require California State Certification in assigned inspection area(s), such as smog, brake, lamp, etc.