CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

Job Class Description

HEAVY DUTY FLEET MECHANIC - DIESEL & ELECTRIC			
DEPARTMENT/SITE:	Transportation	**SALARY SCHEDULE:** **SALARY RANGE:** **WORK YEAR:**	Classified Bargaining Unit 35 12 Months (260 Days)
REPORTS TO:	Director of Transportation	**FLSA:**	Non-Exempt

BASIC FUNCTION:
Under the direction of the Director of Transportation, perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of heavy-duty and fleet vehicles, including zero-emission, electric, alternative-fuel, gasoline, diesel, and related vehicles; perform required inspections of all school buses and fleet vehicles; maintain preventative maintenance, inspection, and repair records. The incumbents in this classification assist in providing students with transportation vehicle services, which directly support student learning.

DISTINGUISHING CHARACTERISTICS:
Heavy Duty Fleet Mechanic - Electric & Diesel job class specializes in all electric fleet vehicles and performs the full range of skilled journey-level mechanical and electric fleet vehicles work in the inspection, diagnosis, repair, and maintenance of all district vehicles. The **Heavy Duty Mechanic** job class performs the full range of skilled journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of all district vehicles. **Lead Heavy Duty Mechanic** job class leads, oversees, and participates in activities of the fleet maintenance shop. **Mechanic** job class performs maintenance and skilled repairs for zero-emission, gas, and diesel-powered vehicles and other automotive equipment. **Mechanic's Assistant** job class performs routine or semi-skilled maintenance and assists in the skilled repair of all the district's vehicles. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform journey-level mechanical and electrical high-voltage work in the inspection, diagnosis, repair, and maintenance of heavy-duty and fleet vehicles, including gasoline, diesel-powered, zero-emission and specializing in electric vehicles.

Make emergency road calls as needed (e.g., vehicle breakdowns, accidents); assist School Bus Driver in unloading and loading students; assist tow truck driver as needed.

Evaluate maintenance, servicing, and repair needs; inspect and diagnose mechanical, electrical, and high-voltage malfunctions; prepare a work list of the mechanical maintenance and repair needs of mechanical equipment; maintain related records.

Assist the Lead Heavy Duty Mechanic to schedule and assign work on assigned shifts; review work completed to assure compliance with applicable laws, rules and regulations, and work orders.

Perform scheduled preventive maintenance safety checks and inspections; maintain vehicle maintenance records; ensure compliance with Highway Patrol school bus maintenance regulations; complete check sheet and repair report.

Adjust and repair brakes; maintain and replace power disc, air, and hydraulic brake system components; install axles; overhaul steering gears and drive shafts; perform tune-ups; maintain electronic systems.

Diagnose and repair engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems; schedule engine replacement and overhauls as needed.

Diagnose and repair high-voltage electric propulsion systems, including electric motors, power inverters, and associated circuitry.

Repair and adjust standard and electrical high-voltage transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases, and rear ends; remove and replace transmissions.

Service and maintain emission systems on all vehicles.

Operate computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles; operate a computer and assigned software, including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.

Communicate with district personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns related to vehicle maintenance; contact parts dealers and refer to online and manual catalogs to order needed parts and supplies.

Install specialized equipment; perform maintenance and repair on all vehicle hydraulic lifts.

Prepare and maintain a variety of written or electronic logs and records, such as maintenance activities, repairs, materials, and assigned activities.

Maintain shop area, equipment, and tools in a safe, clean, and orderly condition; dispose of hazardous materials in accordance with established guidelines.

Operate a variety of diagnostic equipment and machinery utilized in the maintenance and repair of vehicles and equipment.

Perform a variety of repairs to vehicles, such as changing light bulbs and replacing air conditioning components.

Perform electrical and acetylene welding, brazing, and soldering.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
High-voltage electric vehicle systems, batteries, components, and safety protocols.
Techniques and practices of maintenance and repair of heavy and light automotive vehicles.
Safe operation of related tools, equipment and procedures in the overhaul, repair, and adjustment of engines and of fuel, ignition, electrical, and cooling systems.
Operation, theory, and principles of high-voltage, gasoline, diesel-powered, and zero-emissions engines.
Methods, equipment, tools, and materials used in the repair and maintenance of vehicles.
Diagnostic procedures for vehicles and equipment.
Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles, including on-board systems and electronics.
Preventative maintenance practices and procedures.
Principles of air and hydraulic brake systems.
Proper operation of school buses, District vehicles, and forklifts.
Techniques, practices, theories, and procedures of diesel, gas, zero-emission vehicles, high-voltage electric vehicles, and equipment maintenance and repair.
Safety standards, including OSHA and CAL/OSHA requirements related to high-voltage systems.
Applicable State and Federal laws, codes, and regulations related to assigned activities.
Shop math applicable to vehicle maintenance.
Appropriate Health and Safety regulations, safety precautions, and procedures. Highway Patrol requirements for maintenance of school buses.
Safe and defensive driving methods and techniques. Proper lifting techniques.
Operation of a computer and assigned software.

ABILITY TO:
Diagnose, repair, and maintain a wide variety of heavy-duty and fleet vehicles; gasoline, diesel, zero-emissions-powered engines, high-voltage electric, and related equipment.
Safely isolate and work on high-voltage systems using proper procedures.
Wear Personal Protective Equipment and follow all safety procedures when working with high-voltage systems.
Diagnose and repair mechanical, electrical, and computerized malfunctions.
Read and apply technical and mechanical diagrams, schematics, and repair manuals.
Operate specialized equipment used in the repair or servicing of vehicles.
Maintain records related to safety, preventive maintenance, and work performed.
Operate, service, and make minor repairs on equipment.
Prioritize and schedule work.
Estimate materials and supply needs.
Interpret and apply applicable laws, codes, rules, and regulations.
Observe health and safety regulations.
Use gas and arc welding equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Operate a computer, software, and assigned office equipment.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school, or equivalent, and four years' journey-level high-voltage electric vehicle, automotive, and diesel maintenance and repair.

LICENSES AND OTHER REQUIREMENTS:
Valid California Class B driver's license with passenger and airbrake endorsement or obtained during the probationary period.
Certified Electric Vehicle Technician (CEVT) from an accredited program or Original Equipment Manufacturer (i.e., dealership-certified training).
High-Voltage Safety Training from an accredited program or Original Equipment Manufacturer (i.e., dealership-certified training).
Ability to qualify and maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:
Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Regular exposure to chemical fumes, dust, and odors.
Working with heavy equipment and machinery with moving parts.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate power tools, computers, and a variety of equipment.
Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception, and the ability to adjust focus.
Hearing and speaking to exchange information.
Sense of smell sufficient to recognize and distinguish chemical fumes and odors.
Stand, walk, sit, climb, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.
Reaching overhead, above the shoulders, and horizontally.
Regularly pull, push, lift, and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds.
Subject to working at heights and in confined spaces.
Mobility to climb and descend ladders.
Physical stamina sufficient to perform heavy manual labor daily.

HAZARDS:
Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Exposure to high voltage and electrical shock.
Working in a cramped or restrictive work chamber.
Working around or with machinery having moving parts.
Traffic hazards.

NOTE:
Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

CLEARANCES:
Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY
New Approved GB: 12/2025 P.C.: 11/2025