

Work days/month: 261 days / 12 months

Salary: Range # 42 (<https://www.sesd.org/Page/719>)**Basic Functions:**

Under the direction of an assigned supervisor, plan, oversee, and participate in the operations of the Vehicle Maintenance Department; inspect, diagnose, and maintain District vehicles and equipment to assure proper and safe operating condition; perform journey-level mechanical repair and servicing activities related to the maintenance of vehicles and equipment; train and provide work direction and guidance to assigned staff.

Essential Duties & Responsibilities:

1. Plan, oversee, and participate in the operations of the Vehicle Maintenance Department; prepare and maintain a variety of records and reports related to assigned activities.
2. Perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of all systems associated with a variety of District gasoline, CNG, electric, alternative-fueled, diesel-powered vehicles, trailers, and equipment.
3. Schedule and perform required inspections of school buses and CNG tanks; schedule and perform routine maintenance safety checks, assure compliance with California Highway Patrol school bus maintenance regulations and other requirements, emissions tests, and inspections of vehicles.
4. Maintain accurate service and repair history records on transportation vehicles and equipment.
5. Evaluate maintenance, servicing, and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; estimate labor and material costs; prepare work list of the maintenance and repair needs of District vehicles.
6. Communicate with other departments, outside agencies, and personnel regarding vehicle and equipment repairs; communicate with vendors concerning accounts and parts; respond to emergency field calls as needed.
7. Drive a school bus for road tests and other repair purposes; assure compliance with applicable traffic and related transportation laws, codes, and regulations.
8. Train and provide work direction and guidance to assigned staff; receive work orders, plan and assign work; estimate time and material costs related to repair and maintenance functions; inspect completed work and work in progress to assure compliance with work orders.
9. Maintain parts inventory; order parts as needed; obtain bids for new equipment, vehicles, and parts; make recommendations to appropriate personnel regarding vehicle and equipment purchases.
10. Maintain shop area, equipment, and materials in a safe, clean, and orderly manner; perform hazardous materials inspections as required; dispose of hazardous materials according to established rules and regulations; maintain accurate records.
11. Perform electrical and acetylene welding, brazing, and soldering as necessary; maintain welding and cutting supplies and equipment.
12. Operate and maintain a variety of specialized equipment such as electronic diagnosis equipment and machinery, air tools, lifts and jacks, and hand and power tools; operate a computer terminal and assigned software.
13. Drive a vehicle to conduct work; respond to emergency road calls and perform related field work as directed.
14. Assist maintenance personnel as needed.
15. Perform repairs on grounds, maintenance, and custodial equipment as needed.
16. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
17. Assure the safety of students by following health protocols and safety rules.
18. Perform other related duties as requested by the supervisor.

Knowledge:

1. Techniques and practices of maintenance and repair of heavy and light automotive vehicles.
2. Safe operation of related tools, equipment, and procedures in the overhaul, repair, and adjustment of motor equipment and vehicles.
3. Operation, theory, and principles of gasoline, CNG, electric alternative-fueled, and diesel-powered engines.
4. Methods, equipment, tools, and materials used in the repair and maintenance of vehicles.
5. Diagnostic procedures for vehicles and equipment.
6. Technical aspects of field of specialty.

7. Shop math applicable to vehicle maintenance.
8. Health and safety regulations.
9. Methods and equipment used in electrical and acetylene welding, brazing and soldering.
10. Applicable laws, codes, rules and regulations.
11. Record-keeping and report preparation techniques.
12. Inventory methods and procedures.
13. Proper lifting techniques.
14. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
15. Basic computer skills including email and district applications.

Abilities:

1. Operate specialized equipment used in repairing or servicing of vehicles.
2. Read and apply technical and mechanical diagrams, schematics, and repair manuals.
3. Train and provide work direction to others.
4. Assign and review the work of contractors.
5. Analyze situations accurately and adopt an effective course of action.
6. Maintain records and reports related to safety, preventive maintenance, and work performed.
7. Observe legal and defensive driving practices.
8. Communicate professionally and clearly both verbally and in writing.
9. Work cooperatively with diverse staff, students, and community.
10. Follow verbal and written instructions with minimal supervision and use good judgment.
11. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
12. Operate a variety of office equipment, such as a computer, copier, two-way radio.

Education and Experience:

1. Possess a high school diploma.
2. Four years of responsible experience in the maintenance and repair of gasoline, diesel, CNG electric, and alternative-fueled vehicles and equipment, or an equivalent combination of experience and certifications.

Required Licenses & Certificates:

1. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
2. Commercial Class B license w/ "P" endorsement.
3. Valid Bus Driver Medical Card.
4. Maintain forklift certificate.

Working Conditions:

1. Environment:
 1. Vehicle and equipment repair shop environment.
 2. Driving a vehicle to conduct work.
 3. Emergency call-out.
 4. Noise from equipment operation.
 5. Seasonal heat and cold or adverse weather conditions.
2. Physical Requirements:
 1. Dexterity of hands and fingers to operate power tools and equipment.
 2. Climbing ladders or scaffolding.
 3. Heavy physical labor.
 4. Visual acuity to read a variety of materials in both print and digital formats, and to perform repairs..
 5. Auditory ability to exchange information.
 6. Sitting/standing for extended periods.
 7. Kneeling, crouching, bending at the waist, and reaching overhead, above the shoulders..

8. Lifting, carrying, pushing or pulling moderately heavy objects, up to 50 pounds.
9. Under some circumstances, further testing may be required to determine if an applicant can perform the essential duties with or without reasonable accommodation.

3. Hazards:

1. Subject to noise from equipment operation.
2. Exposure to machinery with moving parts.
3. Working in a cramped or restrictive work chamber.
4. Regular exposure to fumes, dust, dirt, oil/grease.
5. Traffic hazards.
6. Driving a vehicle during adverse weather conditions.
7. Working at various heights.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).