

	<p><b>Mechanic</b></p> <p>Previously (Mechanic I &amp; II)</p>	<p><b>Classified Position</b>  Initial Date: October 8, 1992  Board Approval: March 20, 2012  Revision Date: March 6, 2012  Personnel Commission: 4/25/2012  Range: 59</p> <p>Reports to Director of Transportation</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Director of Transportation, and oversight from the Mechanic Foreperson, perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of school buses and various other large and small vehicles and equipment.

**REPRESENTATIVE DUTIES:**

- Perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of school buses and various other large and small District vehicles; assure safe and proper operating condition of District vehicles
- Inspect, diagnose, troubleshoot and repair school bus and other vehicle problems and malfunctions
- Perform scheduled preventive maintenance safety checks and inspections in compliance with California Highway Patrol school bus maintenance regulations and prepare related documentation
- Service vehicles and a wide variety of equipment
- Operate and maintain a variety of standard shop equipment such a computer and related diagnostics and software
- Interpret diagrams, sketches, schematics, blueprints, technical manuals, plans and specifications; work from verbal and written instructions and work orders; respond to emergency needs as requested
- Troubleshoot, diagnose and repair a wide variety of grounds and maintenance equipment as assigned; replace parts and components as needed
- Maintain written documentation of your work and submit completed work orders as assigned
- Collect and arrange for the disposal of hazardous waste in accordance with established policies, procedures and regulations as directed
- Maintain shop area, equipment, materials and tools in a safe, clean, secure and orderly condition.
- Operate a service truck and tow truck for roadside repair and recovery
- Maintain inventory control and regulation compliance
- Check AM and PM site security
- Monitor underground leak detection and alarm warning systems
- Ensure site fire extinguishers and other safety equipment is compliant
- Perform related duties as assigned

**OTHER DUTIES:**

Drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; maintain order and discipline among passengers on the bus. Attend job related in-service.

**KNOWLEDGE AND ABILITIES:**

- Maintain a high level of shop safety practices
- Observe health and safety regulations and procedures
- Qualify for a California School Bus Certificate
- Perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of school buses and various other large and small District and customer vehicles and equipment including fuel tank containment

- Troubleshoot, diagnose and resolve mechanical problems and malfunctions
- Repair or replace a variety of parts and components
- Perform required inspections, preventive maintenance and servicing of buses and other vehicles
- Interpret and apply CHP and other requirements for maintenance of District vehicles
- Operate a wide variety of hand and power tools and equipment
- Work from sketches, diagrams, blueprints, plans and specifications
- Work independently with little direction and meet schedules and time lines
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Two years of professional experience in the maintenance and repair of vehicles and equipment

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination
- Must qualify for and obtain a California School Bus Driver Certificate

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Primarily indoor/outdoor working environment; vehicle repair shop environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to repair vehicles
- Subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions
- Moderate to heavy physical effort for extended periods of time. Occasional lifting to 80 pounds, not more than 50 pounds without assistance
- Seeing to monitor and repair vehicles
- Standing for extended periods of time; periodic lifting, carrying, loading and unloading of automotive parts and equipment
- Moderate stress level

**HAZARDS:**

- Exposure to hazardous automotive chemicals
- Exposure to heavy equipment and tools
- Working from heights
- Working in a cramped or restrictive work area

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.