

MECHANIC

DEFINITION:

Under supervision of Director of Transportation to maintain and make major and minor mechanical repairs to school buses and other automotive and mechanical equipment; in pressing situations to operate a bus in the transportation of students; and to do related work as required.

EXAMPLES OF DUTIES:

Inspects and makes necessary repairs of school buses, automobiles, trucks and other mechanical equipment;
Overhauls and adjusts engines, transmissions and clutches;
Rewires and repairs electrical systems;
Adjusts and overhauls brakes;
Mounting and dismounting tires
Repairs and reupholsters seats;
Prices and orders parts; following District procedures
Performs other shop work incidental to mechanical repairs;
Makes recommendations for optional repairs and replacements;
Keeps records of time, materials used and work performed;
Keeps inventory of parts and supplies;
May train and instruct helpers;
Sees to the cleaning of buses;
Installs tire chains;
Serves as stand-by bus driver;
Assists Director of Transportation as necessary in the oversight of the Transportation Department;
Maintains Transportation MSDS binder;
Maintains and reconciles fuel records and reports;
Storm water testing and reporting;

REQUIRED QUALIFICATIONS:

Knowledge of the Following:

1. Tools, equipment and procedures used in the overhaul, repair and adjustment of automotive equipment and the fuel; ignition, electrical and cooling systems;
2. Safe work practices;
3. Safe driving practices;
4. Provisions of the California Motor Vehicle Code and Education Code applicable to the operation of vehicles transportation school students.
5. First aid practices.

Ability to do the Following:

1. Diagnose automotive and related mechanical equipment problems.
2. Skillfully perform required mechanical repair
3. Drive a school bus safely and efficiently
4. Understand and carry out oral and written directions and maintain simple records.
5. Maintain cooperative relationships with those contacted in the course of work.
6. Meet required medical qualifications

EXPERIENCE:

Three years of journeyman level experience in the repair of automotive and other power-driven equipment. Some experience in maintenance of school bus fleets is desired.

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EDUCATION:

Equivalent to completion of High School.

LICENSE REQUIREMENTS:

Possession of the following valid documents:

1. Appropriate Commercial Drivers License
2. California School Bus Driver Certificate.
3. Approved Medical Examination Certificate.

EVALUATION:

1. The formal evaluation will be performed by the Director of Transportation at least once a year.
2. First six months is a probationary period - after six months, permanent status will be given as a District employee.

MEDICAL CATEGORY:

CATEGORY III (HEAVY PHYSICAL EFFORT)

1. Positions in this category require physical ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Must be able to pass required physical (DL51 or legal equivalent)