



For the future of every student

CLASS TITLE: MECHANIC II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative-fueled vehicles and equipment.

DISTINGUISHING CHARACTERISTICS:

The Mechanic II is the experienced-level classification in the series. Incumbents perform skilled mechanical work in the maintenance and repair of school buses, Facilities vehicles, and/or various other large and small vehicles and equipment. Positions assigned to the Transportation Department are responsible for mechanical work on school buses and white fleet; positions assigned to the Facilities Department are responsible for mechanical work on white fleet and grounds maintenance equipment. The Mechanic I is the entry-level classification in the series. Incumbents perform general maintenance and repairs and assist in the completion of major projects and assignments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled mechanical work in the maintenance and repair of a variety of large and small diesel, gas and alternative-fueled vehicles including automotive and specialty equipment used for delivery, grounds and maintenance; assure safe and proper operating condition of District vehicles such as buses, cars, trucks, tractors and electric carts.

Inspect, troubleshoot and repair equipment and vehicle problems and malfunctions; diagnose mechanical defects and failures and determine appropriate corrective actions; repair or replace parts and components as needed; perform preventive maintenance on vehicles and equipment.

Troubleshoot, diagnose and repair mower, edger, tractor, trimmer, blower, chainsaw and various other grounds, custodial and maintenance equipment malfunctions as assigned; repair small engines on power-driven equipment; assure proper functioning of equipment for daily use.

Perform scheduled preventive maintenance safety checks and inspections as required; assure compliance with California Highway Patrol, maintenance regulations and/or other requirements; conduct daily safety inspections of buses, white fleet and/or specialty equipment; prepare related documentation.

Adjust, repair and maintain brake systems; adjust and replace brakes; repair and adjust clutches, pumps, carburetors, generators, gears, ignitions and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and various other parts as needed.

Perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform tune-ups on District vehicles and equipment; dismantle and rebuild gasoline and diesel engines and related systems.

Operate and maintain a variety of equipment such as lifts, jacks, stands, hoists, grinders, air tools, testers, meters and various hand and power tools; utilize computers and assigned software; drive a vehicle to conduct work.

Inspect, diagnose, repair and maintain vehicle lighting, wiring, fuel, air conditioning, lubricating, exhaust, hydraulic and cooling systems as assigned; diagnose and repair electrical systems; test and repair electrical circuits and components.

Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; service oil filters; assure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; assure proper air levels of tires and fill as needed; replace, rotate and balance tires.

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed; prepare purchase orders as required; confer with vendors concerning product and pricing information.

Perform welding in the fabrication, repair and installation of metal parts and components as assigned; utilize appropriate welding equipment.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Perform road tests on buses and/or vehicles; test new equipment to assure proper operating condition.

Maintain a variety of records related to work orders, repairs and assigned activities.

Respond to emergency road calls and perform related field work as directed.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques, practices, theories and procedures of diesel, gas and alternative fueled vehicle and equipment maintenance and repair.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Operation and principles of gasoline, diesel and alternative-powered engines.

Diagnostic procedures for vehicles and equipment.

Preventative maintenance practices.

Applicable laws, codes, regulations, policies and procedures.

Shop math applicable to vehicle maintenance.

Oral and written communication skills.

Record-keeping techniques.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

Perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative-fueled vehicles and equipment.

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.
Operate a wide variety of hand and power tools and equipment.
Observe health and safety regulations and procedures.
Work from sketches, diagrams, blueprints, plans and specifications.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Maintain various records related to work performed.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to a high school diploma or equivalent, and 5 years of increasingly responsible experience in the maintenance and repair of vehicles including heavy gasoline and diesel powered vehicles and equipment. Alternatively, the position may require completion of a one-year industry sponsored trade school or associates degree in an automotive technology area and 3 years of related experience.

Positions assigned to the Transportation Department or Facilities Department require that incumbents possess experience directly related to the designated vehicles and/or equipment that will be serviced by the position. An emphasis will be placed on the designated specialty needed at the time of recruitment.

LICENSES AND OTHER REQUIREMENTS:

- A Valid California driver's license.
- Valid California Class B commercial driver's license with passenger and air brake endorsements will be required for positions assigned to the Transportation Department; employees must fulfill license requirement prior to completion of the six-month probationary period. A school bus endorsement is highly desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

Vehicle repair shop environment.
Driving a vehicle to conduct work.
Exposure to fumes, dust, dirt, oil and grease.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment.
Seeing to perform inspections and repairs.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders.

HAZARDS:

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.
Working from heights.

<i>Approved by Personnel Commission:</i>	<i>09/19/2007</i>
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