



For the future of every student

CLASS TITLE: MECHANIC I

BASIC FUNCTION:

Under the direction of the Director-Transportation, perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment; receive instructions, work assignments and guidance from the Lead Mechanic.

DISTINGUISHING CHARACTERISTICS:

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. The Mechanic II is the experienced-level classification in the series. Incumbents perform skilled mechanical work in the maintenance and repair of school buses and various other large and small vehicles and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment; assure safe and proper operating condition of District vehicles and power-driven equipment

Inspect, troubleshoot and diagnose vehicle and equipment problems and malfunctions; replace or perform minor repairs on vehicle parts, components, equipment and accessories as needed; perform routine preventive maintenance on vehicles and equipment.

Perform scheduled preventive maintenance safety checks and inspections as required; assure compliance with California Highway Patrol school bus maintenance regulations and other requirements; conduct daily safety inspections of buses.

Assist with major vehicle maintenance projects such as overhauls and rebuilds; assist in the adjustment, repair and maintenance of brakes, transmissions, motors, engines and other vehicle systems; participate in minor and major tune-ups.

Operate and maintain a variety of equipment such as lifts, jacks, stands, hoists, grinders, welding equipment, air tools, testers, meters and various hand and power tools; drive a vehicle to conduct work; perform road tests on buses and vehicles.

Check and maintain appropriate fuel, oil, water and tire compression levels; replenish fluids and inflate tires as needed; replace, rotate and balance tires as needed.

Maintain bus interior; perform minor repairs on seats; repair or replace upholstery and seat covers as needed; replace glass, mirrors and flooring as necessary; replace light bulbs.

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

Respond to emergency situations as needed; assist with roadside maintenance and repair activities as

directed.

Communicate with District personnel and various outside agencies to exchange information.

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

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.

Maintain routine records related to work orders, materials and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General techniques and practices used in the maintenance and repair of vehicles and equipment.
Basic methods, equipment, tools and materials used in the servicing, repair and maintenance of vehicles.
Preventative maintenance practices.
Applicable traffic and student transportation laws, codes and regulations.
Operation of hand and power tools and equipment.
Oral and written communication skills.
Basic record-keeping techniques.
Health and safety regulations.
Safe and defensive driving practices.
Proper lifting techniques.

ABILITY TO:

Perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment.
Replace or perform minor repairs on vehicle parts, components and accessories.
Assist in the adjustment, repair and maintenance of brakes, transmissions, engines and other vehicle systems.
Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
Assist with inspecting, diagnosing and repairing major vehicle problems and malfunctions.
Monitor and replenish fluid levels including water, oil and fuel.
Operate a variety of hand and power tools.
Understand and follow oral and written instructions.
Drive a school bus to transport students safely and efficiently to various locations as needed.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years experience performing general maintenance and repairs on gasoline and diesel-

powered vehicles and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.

Valid California Special Driver Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Exposure to fumes, dust, dirt, oil and grease.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance 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.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

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.