

East Side Union High School District

JOB TITLE: Mechanic I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform skilled and semi-skilled maintenance and repair of the District's gasoline and diesel powered school buses, vehicles, and other equipment. Employees in the Mechanic I classification receive direct supervision within a well-defined framework of policies and procedures. Employees in the Mechanic II classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the efficient repair and maintenance of the District's vehicles and equipment. The Mechanic I classification performs the more routine skilled and semi-skilled mechanical repair work at an entry level of classification. The Mechanic II classification performs technically skilled and semi-skilled mechanical repair work at a journey level of classification.

SUPERVISOR: Director of Transportation

TYPICAL DUTIES

Performs skilled maintenance and repair of District buses, vehicles, and other equipment

Inspects and diagnoses mechanical defects and determines corrective action required to repair such defects

Performs automotive electrical system inspection and repair work

Rebuilds, repairs, and adjusts pumps, cylinders, control valves, motors, and related components

Makes necessary repairs such as overhauling and tuning engines; replacing, adjusting, and repairing transmissions; replacing, overhauling, and adjusting bearings, ignitions, and carburetors

Relines, adjusts, and overhauls brakes

Performs safety checks and operational tests on District buses, vehicles, and other equipment

Performs welding and fabrication work

Maintains preventive maintenance records and files

Makes emergency road calls as needed

Performs routine servicing of vehicles and/or equipment including lubrication, oil changing, battery maintenance, tire changing, and replacement of hoses/belts

Maintains shop and bus yard in clean and orderly condition

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License

Knowledge of the methods, materials, practices and tools of the mechanic trade

Knowledge of the operation and repair characteristics of school buses, vehicles, and other mechanically operated equipment

Knowledge of safety rules and regulations as they pertain to mechanical servicing and repair work

Knowledge of gasoline and diesel engines and their operation

Knowledge of gas and electrical welding as applied to mechanical repairs

Ability to understand and follow oral and written instructions

Ability to diagnose, determine appropriate parts and repairs needed, and repair a variety of vehicle and mechanical malfunctions

Ability to safely use and operate the tools, machines, and equipment associated with the mechanic trade

Ability to communicate effectively in oral and written forms

Ability to perform arc and gas welding

Ability to maintain appropriate maintenance records and files

Ability to meet the physical requirements necessary to successfully perform required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85