

Job title: Mechanic III**Description of basic functions and responsibilities**

To plan, direct, and supervise the skilled and semi-skilled maintenance and repair of District school buses, vehicles and other equipment and to perform and participate in the servicing and maintenance of District equipment as required. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures and may coordinate and direct the work of others in the accomplishment of specific projects as assigned. This job class exercises responsibility for the efficient and complex repair and maintenance of district buses and equipment, for determining the needs of the transportation shop and for providing technical supervision to other mechanics. This job class functions at a full supervisory level of classification.

SUPERVISOR: Director of Transportation

TYPICAL DUTIES

Plans, directs, coordinates, and supervises the work of mechanics in the repair, maintenance, and servicing of the District's gasoline and diesel powered buses, vehicles, and other mechanical equipment

Performs skilled and semi-skilled work in the repair, overhaul, and maintenance of District school buses, vehicles, and other equipment

Trains, assigns, and inspects the work of mechanics for accuracy

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

Estimates time and materials costs

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

Assists in planning and implementing a preventive maintenance program for District buses, vehicles, and equipment

Schedules and coordinates completion of work with subordinate mechanics

Confers with vendors, manufacturers, and others regarding maintenance needs, parts, etc.

Receives sales calls/visits, selects products, supplies, and equipment for use by mechanics

Assists in the preparation of departmental budget

Maintains appropriate maintenance records and files; prepares related reports

Performs related duties as required

Employment Standards

Possession of a valid and appropriate California Driver's License

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

Knowledge of safety regulations and precautions pertaining to bus, vehicle, and equipment servicing and maintenance

Knowledge of gasoline and diesel engines and their operation characteristics

Knowledge of the practices, methods, and tools of the welding trade

Ability to understand and follow a variety of complex oral and written instructions in an independent manner

Ability to use and care for tools and equipment of the mechanic trade safely

Ability to estimate time and material costs accurately

Ability to communicate effectively in both oral and written forms

Ability to maintain maintenance and service records and files and prepare reports

Ability to perform arc and gas welding and fabrication

Ability to identify and diagnose mechanical or problem areas quickly, isolate causes, and take appropriate action to resolve problems/malfunctions identified

Ability to meet the physical requirements necessary to safely and effectively perform assigned duties

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

Creation date: 10/85