



Sequoia Union High School District

Job Description

JOB TITLE:	Service Mechanic
REPORTS TO:	Director of Transportation
CLASSIFICATION:	Classified / M&O
SALARY SCHEDULE:	16.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Site District
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to perform skilled and complex troubleshooting, repairs, and overhaul of buses, light trucks, passenger vans, and light equipment; to maintain records of work performed; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a sub-journey level classification inspecting, performing tune-ups, scheduled maintenance and the less involved repairs, including emergency road service, to a wide variety of vehicles and equipment including buses, light trucks, passenger vans, tractors, and other grounds equipment. This class is distinguished from Vehicle Mechanic which performs more involved and in-depth repairs such as major engine and transmission work.

EXAMPLES OF DUTIES

- Performs safety inspections of student passenger buses (mandated) and other passenger vehicles, trucks, light equipment, and small equipment;
- Prepares and maintains detailed service and inspection records on vehicles and equipment;
- Performs scheduled servicing and tune up of vehicles and equipment including oil and oil filter change, lubrication, air and fuel filter change, changing spark plugs, setting ignition and adjusting fuel injection and carburetion;
- Changes bus and vehicle tires at established level of remaining treads; repairs flats; rotates tires;
- Responds to equipment emergencies/break downs in service and either repairs equipment completely on site or performs sufficient repair to drive vehicle back to shop or a school site;
- Performs limited repairs which can be accomplished quickly such as front brake jobs, changing universal joints, replacing transmission seals, changing fuel lines, and changing discrete components which are readily accessible;
- Assists in maintaining inventory and keeping shop areas clean and safe.
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QUALIFICATIONS

Knowledge of:

Tools and equipment used in servicing, tune up, and basic repair of vehicles, light equipment, and small equipment including gasoline and diesel.

Operating principles of internal combustion engines and vehicle and equipment systems and components.

Use, adjustment, and care of hand and power tools common to the trade.

Safe working practices.

Skill in:

Rapidly and accurately performing routine service, tune up and limited repairs.

Performing detailed safety inspections, and diagnosing and troubleshooting common vehicle and equipment malfunctions.

Keeping accurate records and reports of work performed.

Understanding and following oral and written instructions.

Communicating effectively with equipment users and other shop personnel.

Reading and interpreting repair manuals and schematic diagrams.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient formal and/or informal education to provide the necessary reading and arithmetical skills, and two years of increasingly responsible experience in automotive repair.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Physical ability to lift and carry parts weighing up to 100 pounds; manoeuvring heavier parts and equipment.
- Work in exposure to inclement weather, and fluids and fumes associated with mechanical work.
- Work in tight or confined conditions, prone, awkward positions, and bend, stoop, kneel and crawl.
- Manual dexterity and arm strength to operate tools and equipment.
- Vision sufficient to drive buses with passengers; perform repairs, and read manuals and schematics.
- Color vision to distinguish color coded parts and/or wiring.

OTHER REQUIREMENTS

Must possess a valid California bus driver's license (Class B) and have a satisfactory driving record.