

# *Sequoia Union High School District*

## **Job Description**

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| <b><u>JOB TITLE:</u></b>       | Service Mechanic                            |
| <b><u>CLASSIFICATION:</u></b>  | Classified Maintenance and Operations (M&O) |
| <b><u>SALARY SCHEDULE:</u></b> | M&O   |
| <b><u>LEVEL:</u></b>           | 16.0  |
| <b><u>LOCATION:</u></b>        | District Office                             |
| <b><u>REPORTS TO:</u></b>      | Director of Transportation                  |
| <b><u>BOARD APPROVAL:</u></b>  | May 26, 2021                                |

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### **DEFINITION**

Under the supervision of the Director of Transportation or designee, performs skilled and complex troubleshooting, repairs, and overhaul of buses, light trucks, passenger vans, and light equipment; maintains records of work performed; and performs related work as assigned. This is a sub-journey level classification inspecting vehicles, 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.

### **ESSENTIAL 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.
- May drive a school bus on an assigned route, or student activity trip, or other District vehicles to make deliveries.

## **REQUIRED QUALIFICATIONS**

- A high school diploma or equivalent.
- A valid California Class B-PS driver's license and a satisfactory driving record.
- A current certificate of training in first aid.
- A current medical certificate of physical health signed by a licensed physician.
- A school bus special driver certificate for Type I bus issued by the California Department of Motor Vehicle.
- A School Bus Special Driver Certificate issued by the California DMV within 6 months of employment.
- Two years of increasingly responsible experience in automotive repair.

## **DESIRED QUALIFICATIONS AND EXPERIENCE**

Experience working for a school district or public transportation entity.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE**

### 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.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

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

- Physical ability to lift and carry parts weighing up to 100 pounds; maneuvering heavier parts and equipment.
- Exposure to inclement weather, and fluids and fumes associated with mechanical work.
- 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.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

### **ENVIRONMENT**

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

### **OTHER REQUIREMENTS**

Participation in Cal OSHA regulated safety training.