

# *Sequoia Union High School District*

## **Job Description**

<b><u>JOB TITLE:</u></b>	Vehicle Mechanic
<b><u>CLASSIFICATION:</u></b>	Classified Maintenance and Operations (M&O)
<b><u>SALARY SCHEDULE:</u></b>	Maintenance and Operations
<b><u>LEVEL:</u></b>	17.0
<b><u>LOCATION:</u></b>	District Office – M&O
<b><u>REPORTS TO:</u></b>	Director of Transportation
<b><u>BOARD APPROVAL:</u></b>	May 26, 2021

## **DEFINITION**

Under the direction of the Director of Transportation or designee, performs journey level 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. Vehicle Mechanic is a full journey level classification, capable of the full range of mechanical, electrical, hydraulic, pneumatic, gasoline and diesel repair and maintenance required for buses, vehicles and equipment. This classification is distinguished from Service Mechanic which focuses on servicing and basic repairs, and from Lead Vehicle Mechanic which has responsibility for overseeing the work of the unit.

## **ESSENTIAL DUTIES**

- Road tests, inspects and troubleshoots buses, vans, light trucks and equipment, and small equipment to assess their condition and determine needed repairs.
- Tunes, repairs, and prepares gasoline and diesel engines for overhaul.
- Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems, and other fuel system components.
- Installs, troubleshoots, adjusts, replaces, repairs, and rewires electrical systems and components, such as ignition, relays, regulators, and electrical controls, including computer controlled components.
- Changes transmission mounts, detents, and controls; replaces and adjusts clutches; removes and replaces transmissions.
- Adjusts, disassembles, and repairs or rebuilds drum and disk braking systems, valves, master cylinders, and pneumatic or other hydraulic controls.
- Repairs and replaces suspension and steering components.
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms, and lifts, and prepares cylinders for precision grinding.
- Uses welding and cutting equipment for repairs, modification, and fabrication.
- Maintains records and inventory.
- 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.
- Equivalent to attainment of journey level status as a mechanic.
- One year of journey level experience in vehicle and equipment repair or two years of experience at a level equivalent to the District's Service Mechanic.

## **DESIRED QUALIFICATIONS AND EXPERIENCE**

Experience working for a school district or public transportation entity.

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

Knowledge of:

- Principles, practices, methods, tools and materials used in the maintenance and repair of buses, and light trucks and equipment, including hydraulics.
- 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.
- Principles and practices of gasoline and diesel engine maintenance, repair, and overhaul.

Skill in:

- Troubleshooting, diagnosing, testing, repairing and performing preventive maintenance to gasoline and diesel powered buses, vans, light trucks and equipment.
- Testing, troubleshooting, making repairs to, and performing preventive maintenance on transmissions and fuel, ignition, electrical, electronic, steering, suspension, hydraulic, pneumatic, braking, coolant, air conditioning, power take off drives, large transmissions, and other automotive and equipment systems.
- Operating diagnostic, testing, and troubleshooting equipment.
- Operating welding equipment and a variety of power tools.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

## **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.
- 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.
- 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.