

William S. Hart Union High School District

Position Description

Position: Senior Mechanic	
Job Family: Transportation	FLSA: Non-Exempt
Approved by: Personnel Commission, August 13, 2014	Salary Range: 400

Summary

Under the direction of the Shop Supervisor or Director of Transportation, performs maintenance and repair services of vehicles and other gasoline, diesel and alternative fuel powered equipment. Performs a variety of skilled mechanical work in the repair, overhaul, and maintenance of light to heavy duty vehicles and equipment, as well as safety checks and inspections on school buses.

Distinguishing Career Features

The Senior Mechanic is an experienced, master-level position performing vehicle and equipment maintenance and is the second of two levels in the mechanic career path. Advancement to Senior Mechanic is based on need and compliance with job qualifications. The Senior Mechanic must possess certification as Master School Bus Technician and demonstrates the ability to perform scheduled preventive maintenance safety checks and inspections on school buses.

Essential Duties and Responsibilities

- Performs skilled mechanical work in the maintenance and repair of a variety of large and small diesel, gas and alternative-fueled vehicles and grounds equipment; assure safe and proper operating condition of District vehicles such as buses, trucks, tractors and electric carts.
- Monitors and performs scheduled preventive maintenance safety checks and inspections on school buses as required; assure compliance with California Highway Patrol school bus maintenance regulations and other requirements; conducts regular safety inspections of buses; prepares related documentation.
- Provides oversight of school bus contractor's maintenance program and assists the California Highway Patrol inspectors with annual safety inspections of school buses.
- Inspects, troubleshoots and repairs equipment and vehicle problems and malfunctions; diagnose mechanical defects and failures and determine appropriate corrective actions; repairs or replaces parts and components as needed; performs preventive maintenance on vehicles and equipment.
- Troubleshoots, diagnoses and repairs mower, edger, tractor, trimmer, blower, chainsaw and various other grounds, custodial and maintenance equipment malfunctions as assigned; repairs small engines on power-driven equipment; assure proper functioning of equipment for daily use.
- Performs transmission, motor and engine inspections, maintenance and repairs; performs minor and/or major tune-ups on District vehicles and equipment.
- Operates and maintains a variety of equipment such as lifts, jacks, stands, hoists, grinders, air tools, testers, meters and various hand and power tools; utilizes computers and assigned software.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed; prepare purchase orders as required; confer with vendors concerning product and pricing information.

- Performs welding in the fabrication, repair and installation of metal parts and components as assigned; utilizes appropriate welding equipment.
- Plans, organizes and lays out assigned tasks; interprets diagrams, sketches, schematics, technical manuals and specifications; works from verbal and written instructions and work orders.
- Communicates with District personnel and various outside agencies to exchange information and resolve issues or concerns.
- Performs road tests on buses and vehicles; tests new equipment to assure proper operating condition.
- Maintains a variety of records related to work orders, repairs and assigned activities.
- Responds to emergency road calls and perform related field work as directed.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- In-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, electrical and other alternative fuel powered equipment.
- Considerable knowledge of the principles of internal combustion engines, automatic and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies.
- Skill in using the full range of hand, power and diagnostic tools used in automotive repair work.
- Weld in a variety of processes, which include mig, tig and Shielded Metal Arc Welding (SMAW).
- Thorough knowledge of work hazards and safety practices.
- Knowledge and understanding of laws, codes, and regulations pertaining to vehicle and school bus safety.
- Knowledge of regulations and laws governing school bus maintenance and vehicle emissions.
- Sufficient leadership skills to train employees, and organize and prioritize work.
- Sufficient writing skills to prepare reports.
- Sufficient math skill to read, record and compute precise measurements and use business math.
- Sufficient human relation skills to train others and exchange technical information.

Abilities

- Coordinate and perform vehicle maintenance projects and tasks at a fully skilled mechanic level.
- Diagnose a full range of problems associated with vehicle operation and safety.
- Plan and prioritize assigned work in order to meet yearly schedules and timelines.
- Interpret computer-aided, digital, and scope diagnostic devices.
- Read technical manuals and schematics and write sufficiently to perform the duties of this classification.
- Estimate scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments.
- Perform a variety of maintenance and repair activities simultaneously.
- Keep accurate records and observe general safety procedures.

- Maintain applicable certifications.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers.
- Stay current on new school bus maintenance laws and regulations.

Physical Abilities

- Function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature.
- Ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance.
- Near and far visual acuity to drive, read and write, perform repair work.
- Sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

Education and Experience

High school diploma or equivalent and minimum of five years of increasingly responsible experience in the maintenance and repair of light to heavy duty vehicles, equipment, which includes two years performing skilled mechanical repair work on school buses and safety checks and inspections of school buses. A two-year college degree in automotive technology or related field may be substituted for two years of experience.

Licenses and Certificates

Valid California Class C driver's license. A valid California Class B commercial driver's license with air brake and passenger endorsements will be required within six months of employment. Valid Master School Bus Technician certification required.

Working Conditions

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, exposure to machinery with moving parts, and temperature, fumes and noise extremes.