

JOB DESCRIPTION

Pleasanton Unified School District

MECHANIC HELPER

Purpose Statement:

Under general supervision, to perform mechanic help repair and maintenance on school buses and other automotive and mechanical equipment; and to perform all related duties as assigned.

Examples of Duties

The duties listed below are typical of positions in this classification; a typically satisfactory employee in this classification would be developing, on an increasingly responsible basis, the skills, knowledge and abilities required of an all around journey level mechanic.

Essential Functions

- Inspect diesel powered school buses and other mechanical equipment such as automobiles, trucks, and mowers.
- Diagnoses trouble and determines extent of necessary repairs.
- Makes all types of repairs on gasoline and diesel equipment, such as major and minor engine overhauls, adjusting and repairing transmissions and differentials, replacing and adjusting valves and bearings, adjusting and repairing fuel systems, ignitions and carburetor, relining and adjusting brakes, rebuilding bus air compressors and the like.
- Contacts parts dealers for supplies, makes glass, body and fender repairs and paints same.
- Keeps records of time and materials used and work performed.
- Carries out a preventive maintenance program through scheduled servicing of district vehicles.
- Repairs and maintains electrical components, such as alternators and starters.
- Repairs broken bus seats.
- Performs all related duties as assigned.

Job Requirements: Minimum Qualifications

KNOWLEDGE of tool, equipment and procedures used in the overhaul, repair and adjustment of automotive equipment and of fuel, ignition, electrical and cooling systems; California Vehicle Code and laws pertaining to school buses; and safe work practices.

ABILITY to learn to use standard shop tools and equipment safely; diagnose automotive and related mechanical equipment problems; skillfully perform required mechanical repair to a variety of automotive and mechanical equipment; perform moderate to heavy physical labor; and maintain cooperative relationships with those contacted in the course of work.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience One year of general repair of automotive and other power-driven equipment; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
Valid CA Driver's License, Class II

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified 20