

# JOB DESCRIPTION

## Pleasanton Unified School District

### MECHANIC

#### **Purpose Statement:**

The job of Mechanic is done for the purpose/s of ensuring the availability of vehicles in safe operating condition includes determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

#### **Essential Functions**

- Adjusts parts, components, systems (e.g. computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Checks fluid levels, tire pressure and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.) for the purpose of identifying possible leaks and needed repairs, adjustments or replacements to maintain vehicles in good working order.
- Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts (e.g. welding, grinding, etc.) for the purpose of providing necessary parts for repair and/or renovation.
- Inspects school buses and other district vehicles for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and requirements.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs road tests on all vehicles /school buses for the purpose of ensuring that vehicles are in safe operating order.
- Prepares documentation (e.g. records of repairs, maintenance logs, costs, vehicle warranties, etc.) for the purpose of conveying required information and meeting federal and state requirements.
- Repairs vehicle systems/components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces all defective vehicle parts/systems (e.g. brakes, fuel pumps, fuel lines, gauges, electrical wiring, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field and/or determining if vehicle needs to be towed.

#### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and setting priorities.

**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 Job related experience within specialized field is required.

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

**Required Testing**

Pre-employment Proficiency Test

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 28