

William S. Hart Union High School District**Position Description**

Position: Mechanic	
Job Family: Transportation	FLSA: Non-Exempt
Approved by: Personnel Commission, February 10, 2010	Salary Range: 310

Summary

Under the direction of the 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.

Distinguishing Career Features

The Mechanic is a skilled-level position performing vehicle and equipment maintenance. Entrance to Mechanic is based on need and compliance with job qualifications. The Mechanic also demonstrates the ability to perform preventive care of machinery and purchase parts and supplies. Advancement to Lead Mechanic is based on need and compliance with job qualifications and demonstrated ability to lead a small work team.

Essential Duties and Responsibilities

- Receives requests through work orders or direct contact. May assess and prioritize the nature of the repair request.
- Verifies operator comments and/or tests vehicles or equipment to determine causes of unusual noises/vibrations experienced during operation or any indications of problems.
- Diagnoses mechanical/electrical problems on modern equipment, by use of diagnostic tools and air, hydraulic or electrical schematics.
- Performs a wide variety of mechanical repairs including overhauling engines. Troubleshoots and repairs all ignition, fuel, steering, brake, suspension and HVAC systems on light to heavy duty vehicles/equipment.
- Performs complex work in the inspection, repair, and maintenance of automotive, bus and light/heavy duty equipment, including trucks, hydro-static power mowers, and other gasoline, diesel and alternative fuel powered equipment. Determines extent, type, and cost of repairs.
- Repairs, paints and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes repairs to vehicle bodies and frames. Applies paint to vehicles. Welds, cuts and brazes various metals using specialized processes such as mig, tig, and SMAW (Shielded Metal Arc Welding).
- May perform inspection and certification duties of school buses. Stays current on new school bus maintenance laws and regulations.

- Orders parts and equipment, such as, but not limited to lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
- Responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- 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 laws, codes, and regulations pertaining to vehicle and school bus safety.
- 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 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, prioritize, and complete work in order to meet schedules.
- 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 four years of increasingly responsible experience in the maintenance and repair of vehicles including heavy gasoline and diesel powered equipment and two years performing skilled mechanical repair work on school buses. A two-year college degree in automotive technology or related field may substitute 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.

Working Conditions

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature, fumes and noise extremes.