



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## MECHANIC

### JOB SUMMARY:

Under general supervision of the Director of Transportation and daily direction and leadership of the Lead Mechanic, performs a variety of skilled and semi-skilled automotive repair and maintenance tasks on school buses and other District vehicles.

### CLASS CHARACTERISTICS:

This class is a full journey level heavy duty automotive repair mechanic and is distinguished from the Lead Mechanic in that incumbents are not expected to provide leadership and direction to other garage employees.

### REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Inspect, diagnose and repair District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune-ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair; *E*

Operate District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *E*

Perform California Highway Patrol (CHP) required periodic bus inspections to identify and/or repair potential problems before they occur and document compliance, including a visual walk through, adjusting brakes, checking suspension part and tire wear and for leaks of any kind; *E*

Perform preventive maintenance on District's maintenance vehicles; *E*

Respond to calls for automotive field assistance, effecting emergency repairs as necessary; *E*

Operate computerized and electronic mechanical diagnostic equipment; *E*

Perform electrical and gas welding;

Check batteries and drains air tanks;

May repair and replace damaged upholstery items in District school buses and other vehicles;

Prepare, keep and maintain records of work and material;

Maintain an orderly and safe work area;

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

General supervision is received from the Director of Transportation while daily leadership and direction is provided by the Lead Mechanic.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Methods, materials, tools and equipment, including computers, used in the maintenance and repair of automotive equipment, including buses, trucks, automobiles and other powered equipment;
- Provisions of the California Motor Vehicle, and other Codes applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Defensive driving methods and techniques;
- Basic mathematics used in a garage;
- Standard record keeping and filing procedures;
- Safe operation of related tools, equipment and procedures necessary for the repair and adjustment of motorized equipment;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

**Ability to:**

- Locate, diagnose, repair a variety of mechanical defects on heavy duty equipment such as diesel trucks and buses using computers and traditional methods of diagnosis
- Read and understand test instruments, gauges and meters;
- Efficiently perform skilled repair and overhaul work on a variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments;
- Operate vehicles and buses utilizing legal and defensive driving practices;
- Learn District and Administrative regulations applicable to vehicles utilized in the transportation of students and others;
- Read, understand, and work from information contained in technical and shop manuals;
- Maintain simple records, shop and vehicle records using computerized methods;
- Understand and carry out oral and written instructions;
- Demonstrate time management;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent.

**Experience:**

- Three (3) years of journey level vehicle repair and servicing experience (preferably involving repairs to heavy duty equipment such as diesel trucks and buses).

**LICENSES REQUIRED:**

At time of hire:

- Valid and appropriate Class C California driver license.
- Recent Department of Motor Vehicle (DMV) driving record dated within the last 30 days of application or certification for interview.

Shall within the first five (5) months of employment obtain:

- Valid and appropriate California Class A or B, Commercial driver license including air brake certification with passenger "P" endorsement and "Restricted School Bus "S" Endorsement".
- Certification of successfully passing a DMV medical examination.

All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90 degrees F; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has

direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing a pre-employment drug testing (D.O.T.), physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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Job Description Review and Revisions Effective 11/13/14

Revisions Effective 3/5/15