



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



MECHANIC ASSISTANT

JOB SUMMARY:

Under general supervision of the Director of Transportation and daily direction and leadership of the Lead Mechanic, services and makes repairs and adjustments to the District's automotive equipment and other vehicles as assigned; learns specifics of the trade and assists skilled mechanics.

CLASS CHARACTERISTICS:

This class is an automotive repair mechanic, not yet at the full journey level, and is distinguished from journey Mechanics in that incumbents are in training to learn various aspects of the heavy duty automotive repair trade and provide assistance to other mechanics as necessary or required.

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

Make routine mechanical and electrical repairs or adjustments to vehicles, or assist a mechanic in major repair work; *E*

Assist Mechanics in performing 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 parts and tire wear and for leaks of any kind; *E*

Operate District vehicles and equipment as assigned, 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*

Lubricate vehicles and equipment, change oil and replace oil filters; *E*

Check and maintain vehicles' operating fluids, batteries, tires, belts, hoses and other equipment to ensure a safe operating condition, report needed repairs, and perform repairs as assigned; *E*

Answer road calls and make emergency repairs as necessary; *E*

Operate computerized and electronic mechanical diagnostic equipment; *E*

Keep records of work performed;

Pick up and delivers parts;

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

SUPERVISION:

General supervision is received from the Director of Transportation.

Leadership/direction, guidance and/or training is received from the Lead Mechanic and Mechanic.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of preventive maintenance, methods of lubricating and servicing automotive and other mechanical, motor-driven equipment;
- Basic methods, materials, tools and equipment used in the maintenance and repair of automotive equipment;
- Basic mathematics used in a vehicle maintenance and repair facility;
- Computerized record keeping and filing procedures;
- Appropriate safety precautions and procedures used in a vehicle repair facility.

Ability to:

- Perform semi-skilled tasks involved in repairing and servicing standard automotive equipment such as cars, vans, and pick-up trucks;
- Learn to perform skilled and semi-skilled tasks involved in locating, diagnosing, repairing and servicing heavy duty automotive equipment such as trucks and buses using computers and traditional methods of diagnosis;
- Learn to make CHP required vehicle inspections;
- Learn provisions of the California Motor Vehicle and other Codes, District, and Administrative regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;
- Learn to operate District vehicles and buses utilizing legal and defensive driving practices defensive driving methods and techniques;
- Read and understand test instruments, gauges and meters and work from information contained in technical and shop manuals;
- Maintain simple records using computerized methods;
- Work in a safe and efficient manner;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of vehicle repair and servicing experience.

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.

Revised 9/99

Revised for testing purposes 3/01

Revisions effective 9/5/02

Job Description Review and Revisions Effective: 11/13/14

Revisions Effective 3/5/15