

## VEHICLE / EQUIPMENT MECHANIC

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Transportation and the day-to-day supervision of the Vehicle/Equipment Shop Supervisor, the job of Vehicle/Equipment Mechanic is done for the purposes of ensuring the availability of vehicles and equipment in safe operating condition by 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.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Vehicle/Equipment Mechanic is a journey level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment as part of an overall program for ensuring the reliability, fitness and safety of all vehicles. This class differs from the Vehicle/Equipment Service Worker which is a class responsible for semi-skilled servicing and lubrication of busses, automobiles and other motorized equipment, and may perform light vehicle repairs. This class differs from the next level of Vehicle/Equipment Mechanic Lead which is responsible for the day to day organization and coordination of garage repairs and maintenance activities.

### ESSENTIAL FUNCTIONS

- Adjusts parts, components, systems (e.g. electronics, computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Attends safety meetings and other inservice meetings for the purpose of ensuring that functions are performed in a safe manner.
- Diagnoses potential vehicle/equipment malfunctions (e.g. diesel/gasoline buses, vans, automobiles, tractors, forklifts, grounds equipment, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- 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.

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- 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.
- Trains less experienced mechanics as may be required for the purpose of providing information on the proper operation of equipment and ensuring repairs are performed safely and within specifications.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.
- Assists other mechanics and/or service workers as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Inspects school buses and other district vehicles/equipment for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and requirements.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; 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/heavy equipment; methods of storage and removal of hazardous materials; provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students; and safety practices and procedures.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of 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;

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communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

### **RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

### **EXPERIENCE**

Job related experience within specialized field is required.

### **EDUCATION**

High School diploma or equivalent.

### **REQUIRED TESTING**

Pre-employment Proficiency Test

### **CERTIFICATES**

Valid California Class B or A driver's license.

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance