



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<u><b>MECHANIC</b></u>			
<b>DEPARTMENT/SITE:</b>	Transportation	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	26
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Transportation	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of the Director of Transportation, participate in the activities of the fleet maintenance shop; perform maintenance and skilled repairs for zero emissions, gas- and diesel-powered vehicles, and other automotive equipment; maintain preventative maintenance, inspection, and repair records. The incumbents in this classification assist in providing students with transportation vehicle services which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

**Mechanic** job class performs maintenance and skilled repairs for zero emissions, gas- and diesel-powered vehicles, and other automotive equipment. **Lead Heavy Duty Mechanic** job class leads, oversees, and participates in activities of the fleet maintenance shop. **Heavy Duty Mechanic** job class performs the full-range of skilled journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of all district vehicles. **Mechanic's Assistant** job class performs routine or semi-skilled maintenance and assists in the skilled repair of all district's vehicles. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel.

#### **ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

Repairs and adjusts vehicle systems and components (e.g., diesel/gasoline engines, electric vehicles, transmissions, differentials, clutches, air and hydraulic brake systems, steering mechanisms, air conditioning systems, and other major units) to ensure the availability of vehicles in safe operating condition.

Inspects assigned vehicles (e.g., brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition) to ensure that the vehicle is in a safe operating condition.

Change engine parts and other power train components, as directed; relining brakes, replacing seals, repairing body parts and specialized equipment, replacing or repairing seats, and changing wheels as required; make regular tire inspections and replace according to established procedures.

Performs routine vehicle maintenance program (e.g., oil change, tire rotation, brake check) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.

Assesses incidents, complaints, accidents and/or potential emergency to resolve or recommend a resolution to the situation.

Perform safety inspection and maintenance of all district vehicles and equipment to assure proper and safe operating condition.

Participate in the lubrication, oil changing, battery maintenance, and servicing of equipment; implement a preventive maintenance program on automotive equipment.

Complete work orders, as assigned; submit parts and material request forms; prepare records related to assigned activities; prepare and maintain a variety of written or electronic logs and records, such as maintenance activities, repairs, materials, and assigned activities.

Maintain repair and service records on District vehicles; maintain parts inventory; pick up parts, as needed; maintain contact with outside vendors and specialists; communicate with district personnel regarding repairs and service records.

Estimate materials and supplies for vehicle repairs in the preparation of cost reports and prepare safety inspection reports as necessary.

Maintains own tools, shop tools, equipment and/or shop area to ensure the availability of tools and equipment, and safety within the workspace; dispose of all vehicle-related chemicals through environmental safety protocols.

Operates a variety of equipment, such as hand and power tools, lifts, jacks, stands, tire machines, testers, meters, and diagnostic equipment necessary to perform assigned duties.

Operates computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles; operates a computer and assigned software, including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.

Prepares written materials (e.g., work orders) to document activities, provide written reference and meet mandated requirements.

Responds to road calls regarding disabled vehicles to perform emergency repair work in the field; assists Bus Driver in unloading and loading students; assists tow truck driver as needed.

Attends unit in-service and safety meetings to convey and/or gather information required to perform job functions.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Techniques and practices of maintenance and repair of vehicles.

Safe operation of related tools, equipment and procedures in the repair and adjustment of electric vehicles and gasoline and diesel engines.

Operation, theory, and principles of gasoline, diesel-powered, and electric engines.

Methods, equipment, tools, and materials used in the repair and maintenance of vehicles.

Diagnostic procedures for vehicles and equipment.

Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles, including on-board systems and electronics.  
Preventative maintenance practices and procedures.  
Principles of air and hydraulic brake systems.  
Proper operation of school buses, District vehicles, and fork-lifts.  
Applicable State and Federal laws, codes, and regulations related to assigned activities.  
Shop math applicable to vehicle maintenance.  
Appropriate Health and Safety regulations, safety precautions, and procedures. Highway Patrol requirements for maintenance of school buses.  
Safe and defensive driving methods and techniques.  
Proper lifting techniques.  
Operation of a computer and assigned software.

**ABILITY TO:**

Diagnose, repair, and maintain a wide variety of large and small gasoline, diesel, electric, and zero emissions powered engines and related equipment.  
Diagnose and repair mechanical, electrical and computerized malfunctions.  
Read and apply technical and mechanical diagrams, schematics, and repair manuals.  
Operate specialized equipment used in repairing or servicing of vehicles.  
Maintain records related to safety, preventive maintenance and work performed.  
Operate, service and make minor repairs on equipment.  
Prioritize work.  
Estimate materials and supply needs.  
Interpret and apply applicable laws, codes, rules, and regulations.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Operate a computer, software and assigned office equipment, related to essential job functions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, and three years' journey-level automotive, electric vehicle, or diesel maintenance and repair.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license with passenger and airbrake endorsement or obtained during the probationary period.  
Ability to qualify and maintain qualification for District vehicle insurance coverage.  
Availability to work between the hours of 5:30 a.m. and 5:30 p.m. Shift hours will be assigned upon appointment.

**WORKING CONDITIONS:****ENVIRONMENT:**

Vehicle and equipment repair shop environment.  
Driving a vehicle to conduct work.  
Regular exposure to chemical fumes, dust, and odors.  
Working with heavy equipment and machinery with moving parts.  
Availability to work between 5:00 a.m. and 5:30 p.m.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.

Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception and the ability to adjust focus.

Hearing and speaking to exchange information.

Sense of smell sufficient to recognize and distinguish chemical fumes and odors.

Stand, walk, sit, climb, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Regularly pull, push, lift and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds.

Subject to working at heights and in confined spaces.

Mobility to climb and descend ladders.

Physical stamina sufficient to perform heavy manual labor daily.

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working in a cramped or restrictive work chamber.

Working around or with machinery having moving parts.

Traffic hazards.

**NOTE:**

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

07/23 New Classification - Transportation (EH&A / MGT Consulting) PC: 06/23 GB:06/23