



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<u>MECHANIC'S ASSISTANT</u>	
<b>DEPARTMENT/SITE:</b> Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 20 per 2020/2021 Schedule <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, assist in the safety inspection and maintenance of gas, diesel, and zero emissions-powered vehicles and equipment to assure proper and safe operating condition; assist in the skilled mechanical repair and servicing activities related to the maintenance of zero emissions, gasoline, diesel, related vehicles, and other equipment. The incumbents in this classification assist in providing students with transportation vehicle services which directly supports student learning.

### **DISTINGUISHING CHARACTERISTICS:**

**Mechanic's Assistant** job class performs routine or semi-skilled maintenance and assists in the skilled repair of all district's vehicles. **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. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel. **Mechanic** job class performs maintenance and skilled repairs for zero emissions, gas- and diesel-powered vehicles, and other automotive equipment.

### **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.*

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

Assist in the skilled repair and preventive maintenance on all district vehicles, including gas, diesel and zero emissions, as needed; assist in major repair or overhaul of major units including brake systems, transmissions, differentials and other related components and systems; assist with the rebuilding and installing of specialized equipment.

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

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.

Operate a variety of hand and power tools, machines and diagnostic equipment used in the maintenance of vehicles and other equipment.

Assist in the preparation of cost reports by estimating materials and supplies for vehicle repair and prepare safety inspection reports as necessary.

May assist in making emergency and road repair as required; operate equipment on the open road to analyze motor troubles.

Wash all District vehicles, as assigned; operate and maintain engine steam cleaner; maintain a clean work area.

Operate a computer and assigned software.

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:**

Tools, equipment, and procedures used in the general overhaul, repair, and maintenance of automotive equipment.

Record-keeping techniques.

Technical aspects of field of specialty.

Proper repair of gasoline and diesel-powered school buses and other vehicles.

Methods used in a program of preventative maintenance for school buses, operation of diagnostic maintenance and repair tools and equipment.

Proper operation of school buses, District vehicles, and fork-lifts.

Techniques, practices, theories, and procedures of diesel, gas, and zero emissions vehicles and equipment maintenance and repair.

Safe and defensive driving methods and techniques.

Applicable State and Federal laws, codes, and regulations related to assigned activities.

Math applicable to vehicle maintenance.

Appropriate Health and Safety regulations, safety precautions, and procedures.

Record-keeping techniques.

Operation of computer and software as assigned.

**ABILITY TO:**

Assist in the inspection and maintenance of gas and diesel vehicles and equipment to assure proper and safe operating condition.

Assist in the repair and servicing activities related to the maintenance of vehicles and equipment.

Learn laws governing equipment and vehicle standard for all district vehicles.

Operate hand and power tools, machines and equipment used in assigned activities.

Meet schedules and timelines.

Maintain records and reports related to assigned activities.  
Use specialized tools and equipment in performing vehicle maintenance, servicing, and repair.  
Establish and maintain accurate records.  
Work cooperatively and effectively with others.  
Understand and follow oral and written instructions.  
Perform heavy manual labor.  
Operate a computer and software as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent and two years' experience as an automotive mechanic, preferably including work with gas and diesel engines.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license with passenger and airbrake endorsement or obtained during the probationary period to road test vehicles as well as drive buses to and from repair site.  
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**

Approved: 06/28/90 (Pos eliminated 7/92,  
reinstated 1/96; rev. 2/97);  
06/15 Rev & Reallocated from R19 (Ewing)  
07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23