

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: MECHANIC I

BASIC FUNCTION:

Under supervision by the Transportation Supervisor, this position coordinates and directs operational activities in the repair and maintenance of automotive vehicles (diesel and gasoline operated) as well as grounds maintenance equipment; performing work personally and through assigned personnel.

ESSENTIAL DUTIES:

Performs scheduled inspections, maintenance and repairs on district vehicles and equipment, i.e. engine, clutch, transmission, drive shaft, rear axle, suspension, electrical, fuel, cooling and brake systems, and body components, as directed.

Maintains and updates weekly and periodic checklists and records regarding inspection, servicing, maintenance and repair of district vehicles and equipment, i.e., date, mileage, cost, and nature of repairs.

Maintains assigned areas in a safe, clean, and orderly condition, and cares for tools and equipment.

Responds to emergency calls regarding vehicles and equipment and takes necessary action, including emergency repairs.

Raises vehicles, with hydraulic jack or hoist, to gain access to mechanical units fastened to undersides of vehicles.

Inspects automotive equipment; scheduling needed repairs or service work. Sets up maintenance service schedules for all district vehicles.

Receives and processes vehicle maintenance and repair requisitions; setting priorities and scheduling dates and time-lines for completion.

Directs and coordinates the maintenance of district vehicles and equipment.

Makes determinations regarding repairs to be made by district personnel, and those to be performed under warranty or by outside vendors.

Determines supply needs and sets up vendors to provide needed products or specified services. Orders parts and maintains parts inventories; also orders fuel (gasoline and diesel) for use in operating district vehicles.

Rebuilds parts, such as cylinder blocks.

Rewires ignition systems, lights and instrument panels.

Changes, mounts and dismounts, both tubeless and split-rimmed tires, including heavy-duty truck tires.

CLASSIFICATION STATEMENT – MECHANIC I

Page 2

Assures inspection and maintenance of district vehicles and equipment in accordance with current state and federal regulations, district policies, and recommend maintenance and safety guidelines, and applicable manufacturer's requirements; to include lubrication, oil change, adjust and repair belts, hoses, steering, brakes, clutch, accelerator linkage, air tank monitoring, shocks, springs, motor mounts, tires, and wheel bearings.

Establishes and maintains records as follows: fuel quantities ordered and received; the inspection and servicing of district vehicles; repairs and replacement of school buses and other vehicles and equipment; the retention of warranty and extended-warranty agreements; fuel consumption records for all district vehicles and equipment; the storage and disposal of automotive hazardous waste products, including receipt and retention of signed manifests as required by law.

Tests all gasoline-powered motor vehicles for smog and other emissions, and certifies them in accordance with state law.

OTHER REPRESENTATIVE DUTIES:

Coordinates special repair work with contractors.

May be assigned to work with Skilled Maintenance-Grounds Equipment Mechanic in the repair of grounds maintenance equipment; may be assigned to serve as the grounds equipment repair person in the absence of the Skilled Maintenance-Grounds Equipment Mechanic.

Assists in the formulation of the district's automotive maintenance budget; operates within budgetary constraints.

Coordinates vehicle and equipment service and repairs with the Transportation Supervisor and Supervisor of Maintenance and Grounds.

Attends and participates in meetings relative to the purchase of new automotive equipment; providing technical information on specifications required for the vehicles and their components.

Performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the Transportation Supervisor.

Internal Contacts: Frequent contact with the, Supervisor, Maintenance and Grounds, Grounds Maintenance Workers, Bus Drivers, Food Service Drivers, and other maintenance employees.

External Contacts: Vendors, automotive repair shops, contractors, mechanics, and California Highway Patrol Motor Carrier Inspectors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, materials, and equipment used in the maintenance and repair of automotive equipment.

Principles and methods used in preventative maintenance for vehicles and equipment.

Technical aspects of automotive repair; assembly, adjustment, maintenance, and overhaul of a variety of trucks, buses, and specialized maintenance equipment; operation and care of the internal combustion engine (gas and diesel); chassis lubrication; component parts, and their repair or replacement.

Applicable laws and regulations relative to safety and maintenance of school buses and other vehicles, as well as those pertaining to the transportation of children.

Health and safety regulations, and appropriate safety precautions and procedures.

Proper methods for storing equipment, materials, and supplies.

Safe and defensive driving practices.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform skilled and semi-skilled repairs on gasoline and diesel-powered vehicles and equipment.

Recognize and repair mechanical problems and defects.

Operate a variety of vehicle repair and maintenance tools and equipment skillfully and safely.

Read gauges, meters, and other automotive test instruments.

Perform preventive maintenance on assigned vehicles.

Meet schedules and time-lines.

Work independently with little direction.

Understand and follow both oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Secure and maintain a valid California Bus Driver's Certificate.

Secure a Red Cross certificate or successfully complete the C.H.P. first-aid examination.

Observe safe, legal and defensive driving practices.

Establish and maintain detailed records.

CLASSIFICATION STATEMENT – MECHANIC

Page 4

Work courteously and tactfully with co-workers and public.

Prioritize and identify needs and solve problems independently or as appropriate.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's degree (A.A.) or equivalent from a two-year college or technical school plus three years of related experience and/or training; or five years of experience in the maintenance and repair of a variety of diesel and gasoline-powered vehicles and equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid Class B (including air brakes)California Motor Vehicle Driver's License.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, extreme heat, explosives, and vibration. The noise level in the work environment is usually loud.

PREPARED BY:	Classified Personnel Department	DATE: 6/98
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
REVISED BY:	Personnel Commission	DATE: 8/21/07