POSITION: SCHOOL BUS AND VEHICLE MAINTENANCE TECHNICIAN

APPLICANTS MUST BE ABLE TO PASS A PHYSICAL ASSESSMENT EXAM AND MUST PASS DEPARTMENT OF JUSTICE (DOJ) FINGERPRINT CLEARANCE

APPLICANTS SELECTED FOR AN INTERVIEW MUST FIRST PASS THE SCHOOL BUS AND VEHICLE MAINTENANCE TECHNICIAN EXAM ADMINISTERED BY THE SHASTA COUNTY OFFICE OF EDUCATION

BASIC FUNCTION:

Under the direction of the Director of Transportation, perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of school buses and a variety of gas and diesel-powered equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses a variety of gas and diesel-powered equipment.

Evaluate maintenance, servicing and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions.

Conduct routine comprehensive safety checks and inspections on school buses and vehicles; and maintain to comply with State-mandated smog requirements.

Overhaul, rebuild and tune engines and carburetors.

Adjust and reline brakes; maintain, rebuild and replace air and hydraulic brake system components.

Perform a variety of collision repair work to buses and vehicles; reshape panels and substructures; assure compliance with State and federal standard.

Conduct preventative maintenance according to prescribed program procedures; assure compliance with laws, rules and regulations regarding the disposal of hazardous waste.

Overhaul, repair and adjust automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases and rear ends.

Maintain, repair and install wheelchair lifts and wheelchair tie down equipment according to manufacturer specifications and established federal and State Regulations.

Diagnose and repair electrical and ignition systems and related systems.

Conduct school bus and vehicle repair and maintenance on air conditioning units and related components; install and recharge air conditioning systems; operate recovery unit to reclaim freon
according to established procedures, laws and regulations.

Maintain shop area, equipment and tools in a safe, clean and orderly condition.

Drive school bus for diagnostic test runs.

Operate a variety of specialized electronic diagnosis equipment and machinery including a computer.

Perform electrical fabrication and acetylene welding, brazing and soldering.

OTHER DUTIES:

Travel to various locations, including overnight stays where necessary.

May provide oversight to work experience students.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Federal motor vehicle standards related to the construction and repair techniques of school buses.
Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
Operation, theory and principles of gasoline and diesel-powered equipment.
California education code title XIII regulations related to maintenance, repair and construction of school buses.
Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
Engine performance diagnostics, including diesel fuel injection.
Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.
Safe work practices in a busy heavy duty vehicle repair shop, including safety aspects of air brake components, and air bag systems.
Refrigeration system theory and diagnostic procedures.
Shop math applicable to vehicle maintenance.
Basic computer operation.

ABILITY TO:
Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines.
Diagnose and repair mechanical, electrical and computerized malfunctions.
Operate specialized equipment used in repairing or servicing of vehicles.
Read and apply technical and mechanical diagrams, schematics and repair manuals.
Analyze situations accurately and adopt an effective course of action.
Maintain records related to safety, preventive maintenance and work performed.
Understand and follow oral and written directions.
Work cooperatively with others.
Observe legal and defensive driving practices.
Observe health and safety regulations.
Operate a computer terminal and applicable software.
Operate a school bus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years journey-level automotive or diesel maintenance and repair.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.
Valid Medical Card approved by the Department of Motor Vehicles.

WORKING CONDITIONS:

ENVIRONMENT: (characteristics described here represent what an employee encounters while performing the essential functions of this job).

Exposure to fumes, dust, odors and oil, grease and fuel.
Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.
Noise level is usually loud.

PHYSICAL DEMANDS: (demands represent what must be met by an employee to successfully perform the essential functions of this job).

Pulling, pushing, lifting and carrying heavy objects.
Walking or standing for extended periods.
Bending at the waist.
Kneeling; climb or balance.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
Perform repetitive hand and body motions, including grasping and torquing.
Hearing and speaking to exchange information in person or on the telephone.
Occasionally required to stand; walk; use hands to finger, handle, or feel.
Regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 30 pounds, and occasionally lift and/or move up to 50 pounds.
Ability to lift in excess of 50 pounds with assistance.
Ability to push/pull force up to 50 pounds.
HAZARDS:
Subject to noise and fumes from equipment operation.
Exposure to fumes and vapors.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.

APPLICATION PROCEDURE: Visit our website at www.shastacoe.org

AMERICANS WITH DISABILITIES ACT ASSISTANCE

Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Shasta County Office of Education programs and events.

NOTE: Meeting the announced requirements does not guarantee inclusion into the selection process.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Human Resources Department in writing or by telephone by the filing deadline posted on the bulletin.

NOTE: This position is covered by an Agency Shop Agreement with the California School Employees Association (CSEA) which requires an employee to pay membership dues or service fees in lieu of the dues as a condition of employment.

WARNING

In compliance with A.B. 1610, the Shasta County Office of Education cannot employ you until you have submitted fingerprint cards to the Department of Justice (DOJ), and you have received a clearance from the DOJ.

5/1/02