

MECHANIC

BASIC PURPOSE OF THE JOB CLASSIFICATION

To perform a variety of skilled inspection, diagnosis, maintenance, servicing and repair work on diesel and gasoline powered buses and other mechanical and Motorized equipment; to conduct safety inspections of school buses; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, and sound judgment.

REPORTS TO

Director of Transportation

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

- Inspects, locates, and diagnoses mechanical and/or electrical defects on school buses and other automotive equipment.
- Determines the extent of necessary repairs.
- Overhauls, repairs, and adjusts transmissions, differentials, brakes, clutches, and engines.
- Tunes-up engines, replacing ignition parts and cleaning and adjusting carburetors and fuel injection systems.
- Replaces and repairs faulty parts, including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms, and other components.
- Works on generators, distributors, relays, lights, and switches.
- Changes and installs belts and hoses.
- Maintains time and materials records for work performed.

MECHANIC - 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Changes tires.
- Performs various welding duties.
- Repairs and replaces seats, hardware, windows, and windshields.
- Handles the parts replacement budget, ordering parts and maintaining the parts inventory.
- Makes emergency repairs and service calls on stalled or disabled vehicles.
- Conducts periodic preventive maintenance work on bus mechanical systems, including the performance of fluid and filter changes, clutch adjustments and engine adjustments.
- Maintains vehicles service and operation records.
- May road test repaired equipment.

TYPICAL PHYSICAL REQUIREMENTS

Occasionally sits; frequently stands, walks, stoops, kneels, and crouches; ability to lift and move objects weighing up to 50 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses a variety of hand and power equipment and electrical testing equipment used in the mechanical trades; use a telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in a shop environment; occasionally works outdoors in varying temperatures; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; regular contact with staff.

MECHANIC -3

DESIRABLE QUALIFICATIONS

Knowledge of :

- Practices, tools, equipment, and materials used in the skilled maintenance and repair of gas and diesel-powered equipment.
- Operation and care of internal combustion engines and their components.
- Principles and methods of preventive maintenance.
- Safe work practices and procedures.
- Hydraulic and air brake systems and electrical ignition systems.
- Principles and methods of gas and electrical welding.

Ability to:

- Inspect gas and diesel-powered equipment and accurately diagnose electrical, hydraulic, and mechanical defects.
- Skillfully use a variety of hand and power tools in the maintenance and repair of automotive equipment and busses.
- Prepare and maintain a variety of records and reports.
- Perform skilled testing, adjustment, repair, and overhaul work on automotive equipment and busses.
- Read and interpret shop and repair manuals.
- Apply technical knowledge of mechanical and electrical trades work.
- Maintain accurate records and reports.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of responsible work experience as a journey level automotive mechanic, preferably including substantial experience in working on busses.

Special Requirements:

Possession of an appropriate California Driver's License and applicable endorsements and certifications.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**