

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: MECHANIC II

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under general supervision or the transportation supervisor, performs skilled mechanical repair work on school buses, automotive, or other mechanical equipment; Ensures vehicles and equipment are in safe operating condition; determines needed repairs and/or replacements on district vehicles; assist in training and coordination of assignments of mechanics; provides documentation of repairs to meet district, state, and federal requirements; provides recommendations to the Director of Transportation for maintaining inventory and the general maintenance and repair of the mechanics garage and equipment.

SUPERVISOR: Transportation Supervisor

ESSENTIAL FUNCTIONS

1. Inspects buses for conformance to California Highway Patrol standards.
2. Diagnoses mechanical problems and repairs mechanical defects in buses, automobiles, white fleet vehicles, trucks, mowers, and other mechanical equipment.
3. Performs journey-level computer and electronic diagnostics.
4. Performs major overhauling of vehicle systems (i.e. powertrain, etc.).
5. Diagnoses and repairs ignition and fuel systems.
6. Changes oil, lubricants and services equipment, and carries out a program of preventative maintenance.
7. Repairs/overhauls engines, transmissions, differentials, fuel pumps, fuel injection system parts, lights, starters, universal joints, and hydraulic systems.
8. Performs wheel alignments and changes tires.
9. Installs and adjusts brakes.
10. Tests batteries and electrical systems and repairs or replaces components as needed.
11. Diagnoses and repairs complex electrical and electronic issues.
12. Repairs auxiliary equipment (i.e. wheelchair lifts, etc.).
13. Tests equipment after being repaired.
14. Maintains records of repairs made and time worked.
15. Requisitions needed parts and tools.
16. Transports buses for drivers of administration to/from scenes of collisions, vehicle break downs and/or vendor facilities or other locations as determined by a supervisor.
17. Assists in the training and the coordinating of assignments of other employees assigned to shop operations.
18. Assists in the maintaining of proper inventory, maintenance, and repair of shop supplies and equipment.
19. Performs other duties similar to the above scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge, Skills, and Abilities:

- Emphasis placed on journey level knowledge required to diagnose and repair electronics and electrical components.
- Knowledge of principles of internal combustion engines (gasoline and diesel).
- Knowledge of the tools, methods, materials and equipment used in the maintenance and repair of mechanical equipment.
- Knowledge of the provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of students.
- Knowledge of laws and regulations governing school buses and equipment requirements as regulated by the California Highway Patrol.
- Ability to communicate effectively both verbally and in writing with administrators, staff and the community.
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines.
- Ability to work effectively with all levels of district staff and the community.
- Ability to perform heavy physical labor lifting, transporting, and/or moving objects weighing up to 75 pounds and objects weighing up to 150 pounds with assistance.
- Ability to diagnose mechanical defects and make necessary repairs to mechanical equipment.
- Ability to use standard shop tools and equipment safely and efficiently.
- Ability to maintain records and prepare reports.
- Ability to understand and follow verbal and written instructions.
- Ability to perform a variety of welding jobs using oxy-acetylene, shielded metallic arc and metallic inert gas (MIG) equipment.
- Ability to maintain consistent, punctual and regular attendance.

EDUCATION, TRAINING, EXPERIENCE, AND REQUIREMENTS:

- Minimum of a high school diploma or GED is required; successful completion of a recognized program of apprenticeship in automotive or diesel mechanics; minimum two years of experience as a mechanic working on buses and trucks; diesel experience highly desirable.
- Valid Automotive Service Excellence (ASE) Master School Bus Technician certification.
- Possession of, or willingness and ability to obtain, a valid California Class B Commercial Driver's License with Passenger endorsement and air-brake certification issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requires this license.
- School Bus Certificate preferred but not mandatory.
- Any and all license/certifications may not include any restriction other than, 'Automatic Transmission Only.'
- Complete hepatitis vaccine series.
- TB clearance.
- Drug test clearance.
- Criminal Justice fingerprint clearance.
- SIA physical testing clearance.

TYPICAL PHYSICAL REQUIREMENTS:

- Inspect documents and other written materials with fine print.
- Communicate to exchange information in person, in small groups, on the telephone and/or on the computer.
- Operates office equipment and other tools requiring repetitive hand movement and fine coordination.
- Good physical condition as determined by pre and post-employment inquiries and health reports.
- Move about the facilities to conduct work including walking, sitting, stooping, kneeling, crouching, crawling, climbing, balancing, reaching with arms and hands, or standing for long periods of time.
- Lift and/or move objects weighing up to 75 pounds and on occasion lift and/or move objects weighing up to 150 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

TYPICAL WORKING CONDITIONS:

- Indoor office and repair shop environment.
- Outdoor weather conditions.
- Wet or humid conditions.
- Moderate noise.
- Work near moving mechanical parts.
- Work in high, precarious places.
- Exposure to fumes, airborne particles, oil, grease, other motor vehicle fluids, and toxic or caustic chemicals.
- Risk of electric shock and vibration.

BOARD APPROVED:

December 15, 2021