

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:**           Mechanic

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform journey-level repair, maintenance and overhaul of gasoline and diesel engines, brakes, clutches and transmissions in District school buses and other District vehicles, including passenger vehicles, trucks, and grounds and maintenance equipment.

**SUPERVISOR:**       Transportation Supervisor

## **TYPICAL DUTIES:**

1.     Performs diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies, and other mechanical assemblies.
2.     Inspects buses and other automotive vehicles to assure compliance with safety standards and regulations.
3.     Performs tune-ups and preventive maintenance; fits pistons and rings; calibrates engine parts to established specifications; inspects, adjusts, and relines brakes; changes oil; rotates tires, balances and aligns wheels.
4.     Performs road tests to evaluate malfunctions and needed repairs.
5.     Makes recommendations for sending vehicles to proper facilities for certain major repairs.
6.     Estimates time and material costs needed to repair and maintain engines, parts, and minor body and fender repairs.
7.     Operates engine and electrical diagnostic equipment. ARC and gas welders, soldering guns, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
8.     Prepares and maintains records of safety inspections conducted on school buses, maintains records of work performed including hours and materials purchased and used.
9.     Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Methods, equipment, and materials used in journey-level mechanical maintenance and repair;
- Safe operation and use of hand and power tools and equipment used in gasoline and diesel engine repair;
- Principles of internal combustion engines;
- State, federal, and District rules and regulations related to student transportation;
- Applicable health and safety laws, regulations, and procedures;
- Proper lifting techniques;
- Basic recordkeeping techniques.

### **Ability to:**

- Perform journey-level maintenance and repair gasoline and diesel engine equipment;
- Read and interpret mechanical and electrical diagrams;
- Plan and organize work;
- Perform mathematical calculations quickly and accurately;
- Read and write at a sufficient level to perform required duties;
- Understand and carry out oral and written instructions;
- Work independently;
- Communicate effectively in both oral and written form;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Any combination equivalent to 2 years journey-level mechanical maintenance experience involving gasoline and diesel engines.
- Possession of a valid California Commercial Class B Drivers License and evidence of insurability.
- Special certifications/licenses required by the State of California to perform service, repair, inspection of school buses.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

### **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, office and media equipment.
- Sufficient mobility to move about the District and drive a bus.
- Capable of lifting/moving heavy objects.