

JOB TITLE: MECHANIC I

BASIC FUNCTION

Under the direction of the Director of MOTF, or his/her designated Administrator, performs semi-skilled tasks in the repair and maintenance of buses and a variety of motorized equipment, inspects and services buses and other automotive equipment.

ESSENTIAL JOB FUNCTIONS

- Inspects buses and transportation vehicles to ensure against mechanical defects, malfunctions and potential safety hazards
- Lubricates buses, automotive and other power equipment, replaces defective lubrication fittings
- Inspects batteries for water level and corrosion
- Repairs and changes tires, and maintains the proper inflation level of tires
- Drains and refills crankcases
- Inspects and fills gearboxes with lubricants
- Replaces light bulbs and fuses
- Adjusts and repairs windows, seats and mirrors
- Assists in disassembling, repairing and reassembling engines, transmissions and other major assemblies
- Performs minor engine tune-up functions
- Assists in the maintenance and repair of vehicle braking, steering, and electrical operating systems
- Maintains a record of the service and the preventative maintenance tasks accomplished
- Performs road tests and inspects buses and other automotive equipment to ensure that malfunctions have been corrected, and that the equipment is functioning properly
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Use standard hand tools and equipment commonly utilized in the maintenance, repair and servicing of buses and automotive equipment
- Perform semiskilled functions in the inspection, servicing, maintenance and repair of buses and other motorized equipment

Knowledge of:

- Lubricants, lubricating devices, tools and materials used in the servicing, maintenance and repair of buses and other automotive equipment
- Methods, materials, equipment and tools used in the inspection, servicing, maintenance and repair of buses and other automotive equipment
- Safe working methods and procedures

Ability to:

- Identify common automotive parts, materials, tools and supplies
- Establish and maintain positive and effective working relationships

- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*
- Lifting, carrying, pushing and pulling heavy objects
- Climbing ladders and stairs
- Walking and standing for extended periods of time
- Manual dexterity to operate equipment, use hand tools and manipulate and handle various materials and objects
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One year of experience performing semiskilled functions servicing, maintenance and repair of gasoline, combined natural gas (CNG) and diesel powered motorized equipment.

Education:

Equivalent to graduation from high school, supplemented by training or coursework in the maintenance and repair of automotive equipment.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid Class A or B, California Motor Vehicle Operator's License

CONDITIONS OF EMPLOYMENT

- Insurability by the District's insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law

- Obtain passenger endorsement within six months of hire date
- Obtain Air Brake Certification within six months of hire date