

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Vehicle Mechanic I	FLSA:	Non-Exempt
Department/Site:	Transportation	Salary Grade:	23
Reports to/Evaluated by:	Vehicle Mechanic Team Leader	Salary Schedule:	Operations

SUMMARY

Under general supervision, the purpose of the position is to perform skilled work involving the maintenance, diagnostics and repair of school busses and related auto equipment, machinery and tools. Employee functions at journeyman level to perform moderately complex work with independence, and more difficult work under the guidance and supervision of a senior level mechanic or supervisor. Position contributes to efficient and effective division operations and is responsible for maintaining accurate records of maintenance and repairs, as well as, maintaining various inventory records.

DISTINGUISHING CAREER FEATURES

Level I Vehicle Mechanic requires some formal training in vehicle maintenance and some experience. Advancement for this classification will require additional training in gas, diesel, mechanical, CNG, and electrical equipment maintenance and repair plus progressively responsible experience. Work is performed in a shop environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs diagnostic tests on failed and/or broken down vehicles and equipment to determine appropriate repairs and/or maintenance.
- Performs a wide variety of semi-skilled and skilled mechanic work, repairing, servicing and adjusting engine and automobile parts, e.g., hydraulic controls, air compressors, pumps and related equipment, fuel and exhaust systems, ignitions systems, electrical and brake components, transmissions, internal and external engine parts; grinds valves, resurfaces brake drum/rotor; changes oil, air filters, fuel filters, fan belts, radiator hoses, and sparkplugs; inspects, adjusts and replaces necessary parts; tunes and adjusts engines.
- Performs moderately complex preventive maintenance, overhaul and repair services of automobiles, light and heavy trucks, busses, mechanical equipment and other gasoline, diesel and alternative fueled driven motors; assists with complex repairs.
- Performs emergency road service to vehicles and equipment outside of the garage.
- Overhauls and rebuilds engines, transmissions, alternators, starters, and other components.
- Repairs and welds automotive bodies; removes, repairs and replaces component parts or assembles automotive systems.

- Inspects and performs brake repairs, including the replacing of the master brake cylinder, brake pads, calipers, fluid lines; replaces or repairs clutches on manual transmissions.
- Maintains and calibrates shop tools, machinery and equipment; completes service orders to document parts and labor used in service and repair activities.
- Road tests the operation of vehicles and light trucks upon completion of repairs to ensure proper functioning and safe operating condition.
- Operates a wide variety of hand and power driver tools and equipment, e.g., grinders, fender hammers, sanders, drill presses, lathes, testing and welding equipment.
- Ensures the safe and proper operation of trades tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

QUALIFICATIONS

Vehicle Mechanic I will have the scope of the following knowledge, skills and abilities commensurate with time in the position and prior training or experience. Those areas where the full requirements are not met will be considered “growth and advancement” requirements.

Knowledge and Skills: Requires knowledge of vehicle preventive maintenance, including methods and practices for lubricating and servicing vehicles. Requires knowledge of operation and use of a variety of vehicle maintenance tools and equipment. Performs safe driving practices. Requires knowledge of State laws, rules and regulations, and Education Code sections pertaining to school bus operations and pupil transportation. Requires knowledge of first aid practices. Performs simple record keeping procedures.

Abilities: Requires the ability to clean, lubricate, and service vehicles. May be required to assist in the repair of automotive vehicles. Requires the ability to operate a school bus or other vehicle safely and efficiently. Must be able to understand and follow oral and written instructions. Requires knowledge of and ability to operate vehicle maintenance tools safely and effectively. Must be able to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions: Work is performed in a shop environment where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area. Work conditions may be unpleasant and uncomfortable due to physical positions and/or environmental extremes.

Education and Experience: High school diploma or equivalent. Ability to read and write at a level sufficient to perform all of the duties of the position including reading safety information and technical manuals required. Specialized training in automotive repair required. Supplemented by one (1) year in the servicing, maintenance and minor repair of vehicles.

Licenses or Certificates: Appropriate valid California State Driver’s License, and medical examination. Requires possession of a valid California Special Driver Certificate for school bus. Requires possession of a valid American Red Cross First Aid Certificate or equivalent.