

Clovis Unified School District

Vehicle Mechanic I/II



CLOVIS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

SUMMARY

Performs a variety of work in the repair, overhaul, and maintenance of school buses and other automotive and power equipment for the District.

NATURE AND SCOPE

Vehicle Mechanics work under the direction of the Supervisor of Vehicle Maintenance or the Senior Vehicle Mechanic. Work performance varies according to assigned Levels I or II, with the Level II mechanic performing full journey level work and the Level I mechanic performing more routine tasks and duties. The Level II mechanics exercise judgment and discretion and receive only occasional supervision or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work units. Incumbents in the Level I series are entry level or trainees, require more direct supervision and follow well established routines in the performance of less complex duties.

DISTINGUISHING CHARACTERISTICS

Level I Vehicle Maintenance Mechanic is considered an entry level or trainee position, requiring some formal training in vehicle maintenance but a minimum of experience. Level II requires at least 4 years of specialized experience plus formal training. Advancement for either classification will require additional training in gas, diesel, mechanical, CNG and electrical equipment maintenance and repair plus progressively responsible experience. Advancement to Supervisor level will require supervisory experience. Work is performed in a shop environment

ESSENTIAL TYPES OF DUTIES (Examples)

Level I Vehicle Maintenance Mechanics perform the following duties at the full journey level. Level I Mechanics perform these duties to individual abilities and under close supervision.

- Performs complex work in the repair and maintenance of school buses and other automotive equipment including tractors, trucks, power mowers, power sweepers, and forklifts. Determines extent and type of repair needed. Estimates cost of repairs.
- Overhauls light duty engines. Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, valves, clutches, brakes, balances wheels. Repairs and changes tires.
- Performs preventive maintenance. Lubricates vehicles. Changes oil and oil filters. Services air conditioners. Orders parts and accessories. Maintains shop tools and equipment. Maintains shop in a safe and orderly condition.
- Maintains records of repair and maintenance work. Responds to emergency breakdowns and repair vehicles at emergency site. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner. Level II Mechanics may perform the duties of the Senior Vehicle Mechanic in their absence or as assigned.
- Provides work direction and training to less experienced maintenance staff.

QUALIFICATIONS

Level I Mechanics 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 they do not meet the full requirements will be considered "growth and advancement" requirements.

Knowledge and Skills: Requires a strong knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling gasoline, diesel, mechanical, CNG and electrical powered bus and automotive equipment. Vehicle Mechanic I will have knowledge of light duty equipment and Level II will have knowledge of heavy duty equipment. Will have full knowledge of the tools, materials and equipment used in the diagnosis, maintenance, adjustment and repair of automotive and heavy equipment. Requires knowledge of the principles and methods used in preventive maintenance for automotive equipment. Must have good knowledge of work hazards and safety practices. Requires a basic understanding of the principles of report writing and record keeping.

Abilities Requires the ability to perform all of the duties of the position effectively and efficiently and at a skill level commensurate with assigned Level (I or II). Requires the ability to perform vehicle maintenance duties including inspection, diagnosis and analysis techniques. Requires the ability to operate a variety of vehicle maintenance tools and equipment skillfully and safely. Must be able to estimate time and cost required for repairs. Must be able to operate a school bus and other District vehicles safely. Must have good communication skills in order to interact with individuals in own work group and other District staff and to maintain harmonious work relationships. May be required to train and provide work direction to less experienced staff. Requires standing, stooping, kneeling and carrying and lifting of light to

medium weight materials (10 - 50 pounds). Requires near visual acuity and accommodation (ability to bring items into sharp focus), strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination.

Education and/or Experience 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. Level I requires 1 year in the servicing, maintenance and minor repair of vehicles. Level II requires a minimum of 4 years of increasingly responsible experience in the maintenance and repair of vehicles including experience in the repair and maintenance of heavy gasoline and diesel powered equipment.

Licenses and Certificates: Level II Requires valid Commercial Driver's License and medical examination card. Requires ARC first aid card. Level I requires certification equal to School Bus Driver.

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