



FLEET MECHANIC

Department: Operations and Maintenance

Pay Grade: 106

FLSA Status: Non-Exempt

GENERAL PURPOSE

Responsible for the maintenance and operational excellence of the district's cars and buses in order to ensure that they facilitate and do not interrupt the educational programs of the district.

ESSENTIAL JOB FUNCTIONS

- Repairs, services and maintains gasoline and diesel-powered school buses and other automotive equipment.
- Prepares and maintains records and files.
- Diagnoses, adjusts, repairs, overhauls and services gasoline and diesel-powered vehicles and their mechanical and electrical systems, up to and including: air compressors, pump apparatus and hydraulics.
- Overhauls, fabricates and services automotive assemblies, systems, and accessories, up to and including: drive trains, rear axles, multi-speed transmissions, hydraulic compressed air systems, vacuum controls, electric controls, and air-conditioning electrical systems.
- Operates various types of shop equipment, machinery, precision instruments, specialized tools and devices, up to and including: dynamometers, boring bars, valve refacing and reseating equipment, dial gauges, wheel alignment gauges, clutch cover assembly devices, power saws, grinders, drill presses, lathes and welding equipment;
- Performs preventative maintenance inspections on buses, medium and light duty trucks, and automobiles.
- Installs, repairs and operates video monitoring equipment in school buses.
- Transports buses to and from drivers and to outside repair facilities.
- Prepares work orders for incoming work.
- Assists in procuring parts.
- Responds to road calls and other emergency calls for service.
- Conducts state inspections.
- Performs related tasks as required

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree required.
- Minimum of two (2) years of related work experience.
 - Greater experience in a related field preferred.
- Experience in the repair and maintenance of gasoline and diesel vehicles required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operation and repair of the components, systems and accessories of gasoline and diesel-powered equipment and machinery.
- Knowledge of tools and equipment, as well as the special tools, gauges, machinery and shop equipment used in the repair, servicing and maintenance of transit equipment.
- Knowledge of proper automotive safety procedures.
- Skill in assessing inoperative or malfunctioning vehicles and equipment.
- Skill in the use of automotive repair tools.
- Skill in the maintenance of vehicles.
- Ability to drive buses and other automobiles.
- Ability to detect by inspection any worn, defective or improperly adjusted parts.
- Ability to follow oral and written instructions and to keep records of repair and service operations.
- Ability to establish and maintain effective working relationships with associates.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently working in and around mechanical and electrical equipment with occasional exposure to hazardous chemicals. The employee may also be required to work inside, where the temperature is mild and the audio and visual stimuli are moderate.

PHYSICAL DEMANDS

The employee will operate hand tools, electric tools, heavy-duty equipment and machines, and the employee will work with automotive chemicals and systems. The employee may also engage in heavy lifting and moving. The employee must also be able to operate a computer and work in an office space.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date