

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	VEHICLE MAINTENANCE MECHANIC
Job Family:	Transportation
Reports to:	Director or Supervisor of Transportation
Salary Level:	Range 28
Calendar:	Classified 12 Month

SUMMARY:

Under the direction of the Director-Transportation, perform skilled and semi-skilled work in the inspection, repair and maintenance of District vehicles. Incumbents may assist in journey-level repair and maintenance mechanical work in the inspection, diagnosis, and repair of District school buses and vehicles; perform required inspections, preventive maintenance and servicing of vehicles under the direction of a Journey Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform skilled mechanical work in the inspection, calibration, maintenance and repair District school buses and vehicles including a variety of large and small diesel, gas and alternative fueled vehicles and equipment.
- Conduct inspections of District school buses as required by the California Highway Patrol and State regulations; ensure completion of vehicle inspection documentation, bus safety authorization certificates and related repair forms in compliance with applicable laws, codes and regulations.
- Identify and analyze specific vehicular malfunctions and mechanical impairments; perform automotive scan and diagnostics to determine required repairs needed, and specific replacement parts to be ordered.
- Perform scheduled preventive maintenance safety checks and inspections; ensure compliance with State regulations, smog standards and other requirements as assigned.
- Adjust, repair and maintain air and hydraulic brake systems; adjust and reline brakes; perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on District vehicles and school buses; rebuild or replace engines as appropriate.
- Repair and adjust clutches, pumps, carburetors, universal joints, gears and valves; remove and replace components such as batteries, ignition systems, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed; installs wiring as necessary.
- Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; ensure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace starters, alternators, fuses; check and replenish air levels of tires; replace tires as needed.
- Inspect, diagnose, repair and maintain vehicle lighting, air conditioning, lubricating, emission, electrical and cooling systems as assigned; test and repair electrical circuits and components; replace seats and other interior components as needed.
- Maintain a variety records related to work performed including maintenance and repair records, receipts, reports and logs; estimates materials and supply needs.
- Operate and maintain a variety of hand and power tools, welding equipment, lifts, jacks, stands, testers, meters, presses and grinders; utilize computerized and specialized equipment in the testing, diagnosis and repair of vehicles; drive a vehicle to conduct work.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Perform electrical and acetylene welding, brazing and soldering to design, fabricate, modify and install various vehicle components; operate related welding equipment.
- Communicate with other staff, personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain a variety of records related to safety inspections, maintenance activities, repairs, inventory and assigned duties.
- Maintain shop and work areas in a safe, clean and orderly condition.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in diesel and automotive repair and three years experience in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.

Licenses and other Requirements:

- Valid and appropriate California Class A or B driver's license with passenger and air brake endorsements with proof of insurance.
- Possession of a valid California School Bus Driver Certificate
- Valid First Aid Certificate or endorsement by the California Highway Patrol.

Knowledge of:

- California Code of Regulations Titles 13 and 17 for the California Air Resources Board.
- Laws, statutes, regulations and requirements of the safe transportation of students.
- California Highway Patrol Safety and Student Transportation law and regulations.
- Techniques, practices, theories and procedures of school bus, diesel, gas and alternative fueled vehicle and equipment maintenance and repair.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Proper methods of storing equipment, materials and supplies.
- Preventative maintenance practices.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Floor lift 95 pounds
- Perform skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.
- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Make adjustments, perform tune-ups and maintain vehicle parts, systems and equipment.
- Adjust, repair and maintain air and hydraulic brake systems.
- Diagnose and repair mechanical and electrical malfunctions.
- Interpret and apply State regulations and other requirements for maintenance of designated vehicles.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Communicate effectively both orally and in writing.

- Work cooperatively with others.
- Observe health and safety regulations.

Other Requirements:

- This position shall be part of the random drug testing pool in accordance with current Federal Department of Transportation Regulations and the policy of the District.

DESIRED QUALIFICATIONS:

- Training Certificate from California Highway Patrol – Basic Inspection of Terminals (CHP-BIT) for CHP required school bus inspections.

WORKING CONDITIONS:

Work Environment:

- Vehicle repair shop environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors and oil/grease.

Physical Demands:



- Dexterity of hands and fingers to operate specialized equipment.
- Seeing to perform inspections and repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Repetitive hand and body motions.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.

Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working from heights and from/on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18
 DISTRICT  DATE 6/12/18
 Board Approved: May 24, 2018