

BASIC FUNCTION:

Perform mechanical repair work; including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.

DISTINGUISHING CHARACTERISTICS:

Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance. Vehicle Mechanic II incumbents independently perform body repairs, gas or diesel engine overhauls and repairs and repair and overhaul electrical systems and transmission overhauls.

REPRESENTATIVE DUTIES:

- Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
- Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, cooling system maintenance, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Perform related duties as assigned.

Vehicle Mechanic I - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.
- Required bus maintenance and fleet records.

ABILITY TO:

- Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, computer, welders and lathes.
- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Maintain all required maintenance records.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky commercial driver's license.

Date