

Job Title:	MECHANIC I	Reports to:	Director of Transportation
FLSA status:	Non-Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Performs major and minor mechanical work the repair, overhaul, body and fender fabrication and general maintenance of school buses, ground equipment and type 10 vehicles and other automotive and power equipment for the District. Mechanics exercise judgment and discretion as it relates to decisions of repair or replacement of components and on general vehicle safety.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs complex work in the repair and maintenance of school buses and other automotive equipment including tractors, trucks, power mowers, power sweepers, type 10 vehicles 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 and balances wheels. Repairs and changes tires.
- Oversees vehicle preventive maintenance.
- Monitors vehicle tune-ups, lubrication, oil and oil filter changes.
- Orders parts and accessories for the shop.
- Enters work orders into Fleet Management system used by the district.
- Maintains shop tools and equipment.
- Ensures and 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.
- Provides work direction and training to less experienced maintenance staff.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously.
- Knowledge of heavy-duty equipment as well as full knowledge of the tools, materials and equipment used in the diagnosis, maintenance, adjustment and repair of automotive and heavy equipment.
- Knowledge of the principles and methods used in preventive maintenance for automotive equipment.
- Knowledge of work hazards and safety practices. Requires a basic understanding of the principles of report writing and record keeping.
- 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.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.
- Ability to perform work beyond a standard 40-hour work week when work-load requires.
- 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.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent; four 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.
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements
- Arizona School Bus Driver Certification
- Current AZ Commercial Driver's License with a good driving record
- Experience must encompass gasoline as well as diesel vehicles
- Successful experience in performing a wide variety of tasks requiring an understanding of proficiency at
- Specialized training in automotive repair required.

Computer Proficiency: Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to operate a school bus and other District vehicles safely. Requires constant standing, stooping, kneeling and carrying and lifting of medium to heavy weight materials (20 - 100 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. Employee may be exposed to blood-borne pathogens.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.