

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Mechanic Assistant/Service Person

DEFINITION: Under the supervision of the Transportation Director, to fuel, check oil, belts, etc. on school bus and other vehicles, do general tire work, wash buses and do minor mechanical work, drive a school bus when necessary and other related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Fuels all buses/vehicles as necessary
- Washes busses as necessary
- Checks and changes oil on buses/vehicles as necessary
- Maintains coolant levels on all buses
- Keeps records of fuel and oil usage
- Performs tire work
- Performs seat repairs
- Performs window work
- Performs minor mechanical work and assist in major work as required or assigned
- Performs basic custodial work as required
- Requests all necessary supplies to perform above
- Relates well with other staff and the community
- Drives a school bus over regular routes or on special trips as requested
- Performs other related work as required

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Proper fueling and lubing techniques
- Proper seat and window repair techniques
- Proper cleaning procedures
- Proper tire safety/mounting and dismounting requirements

ABILITY TO:

- Communicate with mechanics, drivers and other staff to develop proper service/repair schedules
- Schedule vehicles for service/repairs

- Meet and maintain certification for diesel and compressed natural gas engines
- Perform basic service and repair functions
- Follow directions
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

EXPERIENCE AND EDUCATION

EXPERIENCE:

- One year of general work experience, preferably including some mechanic work on gas and diesel engines

REQUIRED EDUCATION:

- High school or equivalent

REQUIRED LICENSES:

- Must possess a valid California Driver's License/Class B
- Must possess a valid School Bus Driver's Certificate or the ability to obtain a certificate

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

First Reading: 11/18/2008

Second Reading: 12/02/2008

Board Approval: 12/02/2008

Reviewed by Classification Study Committee: July 27, 2016

Approved: 6/19/18