

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Mechanic I

DEFINITION: Under the general direction of the Transportation Director, the Mechanic is responsible for planning, organizing, coordinating and performing the maintenance repair, and maintaining all school buses and District vehicles in safe and operable condition. Repairs and maintains other engines and equipment as directed.

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.

- Performs advanced maintenance and repair of School District's vehicles
- Performs a program of preventive maintenance for District vehicles, with the approval of the Transportation Supervisor
- Conducts the repair, tuning and replacement of all major and minor components as directed, to include brakes, clutches, starters, water pumps, alternators, radiators, hoses, fuel pumps, filters and tires
- Operates the maintenance related equipment, machinery and tools
- Performs the duties of relief bus driver as needed
- Maintains inventory of necessary parts
- Performs all mandatory school bus inspections, ensuring that the District is in compliance with local, state and federal regulations
- Drives a school bus over regular routes or on special trips as directed
- Performs other related work as required
- Fuels, oils, lubricates and adds coolant to buses

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:

- Tools, equipment, and procedures used in the repair and adjustment of a variety of buses and other automotive and diagnostic equipment as made available
- Principles and methods used in a program of preventive maintenance for mechanical equipment
- Title 13 regulations and vehicle code regulations pertaining to the design, equipment requirements and maintenance procedures of school buses in the State of California
- Diesel and gasoline engines

ABILITY TO:

- Inspect, locate and diagnose mechanical and electrical defects
- Meet and maintain certification for diesel and compressed natural gas engines
- Skillfully use the tools and equipment necessary in the repair and maintenance of automotive equipment
- Understand and carry out oral and written directions
- Maintain cooperative relationships with those contacted in the course of work
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

EXPERIENCE AND EDUCATION

EXPERIENCE:

- 3 years mechanical experience necessary, including diesel and gasoline engine repair

REQUIRED EDUCATION:

- High School Diploma or equivalent

REQUIRED LICENSES/CERTIFICATES:

- By the end of the probationary period, obtain and then maintain a Bus Driver's Certificate with pupil certification eligibility
- Must possess a valid California Driver's License/Class B

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