

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Mechanic II

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, maintain accurate and current vehicle maintenance/repair records, 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.

- Develops and performs preventive maintenance inspections on school busses and other automotive equipment
- Keeps detailed records of all work performed
- Repairs and replaces bus seats, windows and windshields as necessary
- Performs and directs 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
- Requests repair parts as needed
- Makes emergency repairs to equipment in the field as directed
- Follows generally accepted preventive maintenance procedures for school buses in the State of California
- Relates well with other staff and the community
- Fuels, oils, lubricates and adds coolant to buses
- Performs advanced maintenance and repair of School District's vehicles
- Operates the maintenance related equipment, machinery and tools
- Maintains accurate and current school bus maintenance/repair records
- Maintains inventory of necessary parts
- Performs all mandatory school bus inspections, ensuring that the District is in compliance with local, state and federal regulations
- 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:

- Title 13, CCR, regulations and vehicle code regulations pertaining to the design, equipment requirements and maintenance procedures of school buses in the State of California

- Air brake systems and components
- Principles and methods of preventive maintenance inspections and vehicle repairs
- Tools and equipments and their use necessary to perform required duties

ABILITY TO:

- Inspect and locate and at times repair mechanical and electrical defects
- Schedule inspections, repairs and documents their completion
- Understand and carry out oral and written directions
- Meet and maintain California Highway Patrol certification for diesel and compressed natural gas engines
- Skillfully use the tools and equipment necessary in the repair and maintenance of automotive equipment
- 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:

- 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