

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – MECHANIC**

DEFINITION

To repair, service, and perform major and minor repairs to school busses, automobiles, trucks, and other power driven equipment.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Facilities and Transportation Manager. Gives supervision to the utility worker.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Inspects busses, automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Performs general overhaul and repair work on gasoline, diesel and propane powered engines such as busses, automobiles, trucks, and other automotive and mechanical equipment and schedules outside labor on vehicles when necessary.
- Inspects, adjusts, and replaces necessary units and related parts including valves, pistons, main bearing, and assemblies.
- Repairs cooling, fuel, and exhaust systems; tunes engines using standard testing equipment.
- Schedules and performs preventative maintenance and repair work on vehicles including lubrication and oil changes.
- Maintains records on all maintenance and repair work performed.
- Answer telephone and dispatch as necessary.
- Receives and unloads food and supplies from delivery truck as necessary.
- Cleans and maintains the shop area and equipment.
- Secure busses and building.
- Assesses and assigns priority to repair requests
- Orders and maintains inventory of parts
- Responds to emergency breakdowns
- Evaluates bus accidents and assesses damage
- Reads and interprets schematics
- Operates a variety of vehicles and equipment, including: busses, forklift, tractor, bus hoist, welder and drill press.
- Gives input and recommendations on new vehicle specifications.
- Repairs minor paint and body work.
- Checks all bus fluids daily.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Various mechanical and electrical systems of gasoline, diesel and propane engines.
- Standard practices, equipment and tools of the automotive and equipment mechanicals trade.

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MINIMUM QUALIFICATIONS

Knowledge of: (continued)

- Principles of gasoline, diesel and propane engines.
- Hazards and safety precautions.
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Ability to:

- Diagnose and repair a variety of mechanical problems of gasoline, diesel and propane driven equipment.
- Use various hand and power driven shop tools.
- Maintain clear and accurate records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lift fifty (50) pounds.

Experience, Education and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience performing major repair of automobiles or power driven equipment.

Training:

See examples of duties and minimum qualifications.

Education:

Equivalent to the completion of twelfth grade.

Special Requirements

- Possession of, or ability to obtain, a valid California Class B drivers license.
- Shall provide basic mechanics tools needed to perform essential functions of this job.

Physical Requirements

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted 4/27/1989

Rev. Board Approved 8/14/03