

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

11/4/99  
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**TITLE:                   MECHANIC I**

**QUALIFICATIONS**

Knowledge of

1. Provisions of the California Motor Vehicle Code, the California State Education Code, district policies and requirements, and other related regulations relative to the operation of vehicles used in transporting students.
2. Operation and repair characteristics of school buses, trucks, vans, automobiles, and mechanically operated equipment.
3. Practices, methods, tools, and equipment of the welding trade.
4. Gasoline and diesel engines and their operations.
5. Tools, equipment and materials used in the maintenance and repair of gasoline driven vehicles and equipment.
6. Basic first aid practices, procedures, and techniques.
7. Safe driving practices.
8. Safety rules and regulations for this position.

Ability to

1. Perform needed skilled preventative maintenance inspections and repairs on all school buses and District-owned vehicles.
2. Diagnose the source of mechanical and electrical malfunctions.
3. Make appropriate repairs with minimal supervision.
4. Estimate time and materials.
5. Keep accurate records and reports as required.
6. Read and apply operation and technical manuals, use parts catalogs and order parts and supplies correctly.
7. Use a variety of hand and power tools used in the automotive trade correctly and safely.
8. Use a personal computer (PC) and related software programs to include word processing and spreadsheet.
9. Read and write at a level that is sufficient to perform required duties.
10. Understand and carry out both verbal and written instructions in an independent manner.
11. Exercise good judgment and extreme caution while driving.
12. Safely drive and operate a variety of vehicles and equipment used.
13. Learn to operate a two-way radio.
14. Meet the physical requirements necessary to successfully perform required duties.
15. Be a productive and active team member.
16. Work successfully with diverse groups of people.
17. Present and maintain a pleasant appearance and demeanor.

Ability to (continued)

18. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
19. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
20. Communicate effectively and tactfully in both verbal and written form.
21. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Education equivalent to completion of the twelfth (12th) grade, preferably including vocational automotive mechanics courses.
2. Minimum of two (2) years of successful experience as an automotive mechanic with gasoline and diesel engines, or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Possession and maintenance of a valid State of California Class B Driver's License with passenger endorsement or ability to get same.
4. Possession and maintenance of a safe driving record in compliance with the restrictions set forth by the California Vehicle Code.
5. A work history demonstrating dependability and reliability.

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** To help operate a safe, effective, and cost efficient vehicle maintenance program. To respond to other duties as assigned by the Director of Transportation.

**ESSENTIAL FUNCTIONS**

1. Diagnoses mechanical defects on gasoline and diesel powered buses, automobiles, vans, trucks, tractors, and other mechanical equipment used by the district.
2. Performs safety checks and operational tests on district buses, autos, vans and other equipment in accordance with district preventive maintenance program and California Highway Patrol regulations.
3. Makes necessary repairs such as overhauling and tuning engines; replacing, overhauling and adjusting bearings, ignitions, and carburetors.
4. Repairs, replaces, and adjusts brakes; and maintains electrical and hydraulic systems.
5. Performs lubrication, oil changing, battery maintenance, and other servicing of vehicles and/or equipment as needed.
6. Changes and repairs tires.
7. Makes an emergency road call as needed.
8. Follows district policies and procedures.

**ESSENTIAL FUNCTIONS** (continued)

9. Participates in district in-service training as required.
10. Knows and understands the Mission and Core Values of the district.
11. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Attends various meetings regarding safety, first aid, training updates, etc. as required.
2. Follows stockroom and tool control procedures and practices.
3. Helps to keep tools, equipment, and garage areas neat and orderly.
4. Maintains records of time and materials used for completion of repairs/servicing.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions, the display screen of various equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators for personal protection.
18. Able to work in a wide range of temperatures and weather conditions.
20. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
22. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment commonly found in the vehicle maintenance field in a safe and effective manner.
24. Able to operate a variety of motor vehicles in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safe work practices and safety equipment designated for this position.
2. Good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting, pushing, and pulling.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Assigned Administrator will complete the evaluation.

Approved by: Board of Education Date: March 9, 1995  
Amended by: Board of Education Date: November 4, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

