

**TITLE:                   MECHANIC II**

**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. Gasoline and diesel engines and their operations.
3. Proper care and use of tools, equipment and materials used in the maintenance and repair of gasoline driven vehicles and equipment.
4. Arc, gas, and electric welding as applied to mechanical repairs.
5. Practices, methods, tools, and equipment of body and fender work.
6. Basic first aid practices, procedures, and techniques.
7. Safe driving practices.
8. Safety rules and regulations for this position.

Ability to

1. Diagnose, determine appropriate parts and repairs needed and repair a variety of vehicles and equipment.
2. Maintain a preventative maintenance program for all school buses and district-owned vehicles.
3. Plan, schedule, and coordinate work at the skilled master mechanic level.
4. Read and apply operation and technical manuals, use parts catalogs and order parts and supplies correctly.
5. Understand and carry out a variety of complex verbal and written instructions in an independent manner.
6. Obtain and maintain California State Certification in assigned areas such as smog, brake, lamp, etc.
7. Establish and maintain appropriate records and reports as required.
8. Schedule, direct, and oversee the work of other mechanics.
9. Use and safely operate a variety of hand and power tools, machines and equipment associated with the automotive trade.
10. Use a personal computer (PC) and related software programs to include word processing and spreadsheet.
11. Obtain and maintain First Aid certification.
12. Estimate time and materials.
13. Meet the physical requirements necessary to successfully perform required duties.
14. Maintain valid certification as school bus driver according to state regulations desired.
15. Safely drive and operate a variety of vehicles and equipment used.
16. Learn to operate a two-way radio.
17. Exercise good judgment and extreme caution while driving.
18. Follow designated safety regulations associated with this position.
19. Be a productive and active team member.

Ability to (continued)

20. Work successfully with diverse groups of people.
21. Present and maintain a pleasant appearance and demeanor.
22. Establish and maintain proper student conduct on school vehicle.
23. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
24. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
25. Communicate effectively and tactfully in both verbal and written form.
26. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
27. 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 five (5) years of successful experience as a journey-level diesel mechanic, including work with gasoline engines, or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. A minimum of two (2) years of recent experience in school bus maintenance operations is desired.
4. Minimum of two (2) years of recent experience in operating a comprehensive maintenance program.
5. A work history demonstrating dependability and reliability.
6. Possession and maintenance of a valid State of California Class B Driver's License with passenger endorsement or the ability to get same.
7. Possession and maintenance of a safe driving record in compliance with the restrictions set forth by the California Vehicle Code.

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** To operate a safe, effective, and cost-efficient maintenance program. To respond to other duties as assigned by the assigned administrator. This includes planning, organizing, and developing a total maintenance program for district buses, passenger and service vehicles, trucks, and other gasoline and diesel-powered motorized equipment. To conduct in-service training on current maintenance related technological and managerial techniques.

### **ESSENTIAL FUNCTIONS**

1. Diagnoses and repairs 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. Participates and evaluates maintenance regarding efficiency and safety.
8. Develops overall maintenance control program; scheduled (PM) and unscheduled (CM) maintenance.
9. Implements and supervises stockroom and tool control.
10. Plans and implements mechanics training program.
11. Coordinates with dispatcher on implementing and teaching quality assurance for bus drivers.
12. Makes body and fender repairs; performs vehicle painting and fabrication.
13. Makes emergency road calls as needed.
14. Follows district policies and procedures.
15. Participates in district in-service training as required.
16. Knows and understands the Mission and Core Values of the district.
17. Performs other related duties as assigned.

### **OTHER FUNCTIONS**

1. Assists the assigned administrator in documentation and formulation of operating budget.
2. Follows stockroom and tool control procedures and practices.
3. Oversees, checks, and assists service mechanics.
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.

**PHYSICAL ABILITIES** (continued)

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**