

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SERVICE MECHANIC

DEFINITION: Under the general supervision of the Assistant Superintendent and with direction from the Transportation Foreman services school buses, automotive equipment, and other mechanical equipment of the school district. This is a journeyman level mechanic classification that performs routine, semi-skilled maintenance as directed, and performs related duties as assigned.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Perform journey-level diagnostic repair and maintenance of diesel, compressed natural gas (CNG) and gasoline powered school buses, automotive vehicles, or mechanical equipment
- Maintain school buses for transportation safety
- Perform semi-skilled journeyman level mechanic duties
- Inspect and maintain all district school buses conforming to Highway Patrol standards; ensuring compliance with health and safety standards and all State and Federal regulations
- Adjust brakes, install batteries, repair lights, radiators, air systems, electrical systems, tune motors
- Replace, adjust, fit, grind or perform needed work on bearings, valves, pistons, rings, and ignitions; calibrate engine parts to meet established specifications
- Change tail pipes and mufflers
- Inspect, adjust, troubleshoot, and repair braking systems, balance and align wheels, rotate tires, and replace clutches
- Operate a variety of precision power and hand-held engine, electrical, or other testing diagnostic equipment and tools used in a repair shop; must be able to safely operate electric and acetylene gas welding equipment
- Clean tools and work area, fuel buses and other vehicles
- Estimate time and material costs needed to repair and maintain District vehicles and equipment; recommend purchase of parts and maintain inventory
- Keep legible records and make service reports related to all repairs and repair costs
- Maintain good relationships with parents and other citizens
- Drive a vehicle as required
- Participate in trainings to maintain current knowledge of new safety and/or technology standards
- Attend meetings as required
- Other duties as assigned

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment necessary for the repair and maintenance of a variety of automotive and diesel equipment

POSITION TITLE: SERVICE MECHANIC, continued

- Diesel, gasoline, and alternatively fueled engines and related tool or equipment used for preventative maintenance procedures and minor repairs
- Hydraulic and air brake systems, shock absorbers, doors, and other coach equipment
- Occupational hazards of the mechanics trades and applicable health and safety laws, regulations, and practices
- Operation and use of hand, power tools and equipment used in gasoline or diesel vehicle repair and maintenance
- Fuels, liquids, and chemicals used in maintenance and operation of buses and other automotive vehicles, including compressed natural gas, gasoline, oil, transmission or brake fluid, battery acid, etc.
- Proper Lifting techniques
- Standard arithmetic and basic business English, spelling, grammar, and punctuation
- Proper record keeping techniques
- Skill in operating manual and automated office equipment, including a computer
- Spreadsheet and word processing software programs to maintain records and reports
- Safety as it pertains to school vehicle maintenance and driving practices.
- Provisions of the California Motor Vehicle Code applicable to the operations of vehicles in the transportation of school children

Ability to:

- Identify, diagnose, and make minor repairs for mechanical defects or problems
- Adjust motors and equipment and skillfully use the tools of the mechanics trade
- Operate diagnostic equipment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the District, and the State of California
- Use initiative and judgment in discussing problems with the public and district staff, involving District practices and policies
- Drive a school bus safely and efficiently
- Maintain order among children on a school bus
- Follow oral and written directions
- Develop and maintain good working relations with those contacted in the course of the work

EDUCATION AND EXPERIENCE:

- Any combination of experience and education that would provide the required knowledge and ability listed herein
- ASE (Automotive Service Excellence) Certifications are highly desirable, particularly applicable, bus certificates
- Previous paid mechanic experience, preferable diesel mechanics pertaining to school buses
- Completion of the twelfth grade

POSITION TITLE: SERVICE MECHANIC, continued
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PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of driving a school bus, reading bus schedules, procedures and for observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 60 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

School bus working environment subject to sitting for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, push/pulling of shifting lever on the bus and reaching in all directions

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid California Class B license
- School Bus Driver's certificate desired
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures