

PERSONNEL

MECHANIC Salary Schedule 5 Range 13

DEFINITION

Under the direction of the M.O.T. Coordinator to perform skilled journeyman-level work in the repair, maintenance of automobiles, buses, trucks, tractors and other mechanical equipment; and to do related work as required.

EXAMPLES OF DUTIES

Performs maintenance and repair work on buses, automobiles, trucks, tractors, and other mechanical equipment; adjusts and relines brakes, performs tune-ups, makes minor body and fender repairs; may answer road calls for emergency service; prepares time and materials estimates of costs and maintains records of time and materials used; requisitions supplies and equipment.

LICENSE AND CERTIFICATES

A valid, appropriate California Class II driver's license, successful completion of the examination for school bus drivers given by the California Highway Patrol, and a standard Red Cross First Aid Certificate.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment used in the maintenance and repair of mechanical equipment including buses, automobiles, tractors, skip-loaders, sweepers, mowers and other powered grounds equipment.

Ability to:

1. Diagnose and locate mechanical defects.
2. Perform skilled automotive repair work on gasoline and diesel powered equipment.
3. Maintain records.
4. Understand and follow oral and written directions.
5. Establish and maintain effective and cooperative relationships with those contacted through the course of work.
6. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

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| <u> 2 </u> | a. Ability to sit for extended periods of time. |
| <u> 4 </u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u> 3 </u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u> 2 </u> | d. Ability to hear and understand speech at normal levels. |
| <u> 3 </u> | e. Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u> 4 </u> | f. Ability to bend and twist, kneel and stoop. |
| <u> 4 </u> | g. Ability to lift 100 lbs. |

PERSONNEL
MECHANIC (continued)

- 4 h. Ability to carry 100 lbs.
- 4 i. Ability to reach all directions.

Experience:

One year of journeyman-level experience in the maintenance and repair of automotive equipment which shall have included the repair of heavy equipment such as buses and trucks.

Education:

Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance. Prefer certified Diesel Mechanic.

Adopted: September 8, 1976
Revised: January 11, 1994
Revision Adopted: January 9, 1996
Revised: December 8, 2003
Revised: January 9, 2018