

MECHANIC ASSISTANT / UTILITY DRIVER

BASIC PURPOSE OF THE JOB CLASSIFICATION

To assist with a variety of inspections, diagnosis, maintenance, servicing and repair work on diesel and gasoline powered buses and other mechanical and motorized equipment; to assist with safety inspections of school buses; to operate a school bus in transporting pupils on regularly scheduled school routes and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision with an established framework of standard policies and procedures.

REPORTS TO

Director of Transportation

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

- Under the supervision of, and assisting the Lead Mechanic with the following duties;
- Inspects, locates, and diagnoses mechanical and/or electrical defects on school buses and other automotive equipment.
- Determines the extent of necessary repairs.
- Overhauls, repairs, and adjusts transmissions, differentials, brakes, clutches, and engines.
- Tunes-up engines, replacing ignition parts and cleaning and adjusting carburetors and fuel injection systems.
- Replaces and repairs faulty parts, including wheel bearings, oil seals, shock absorbers, exhaust systems, steering mechanisms, and other components.
- Works on generators, distributors, relays, lights, and switches.
- Changes and installs belts and hoses.
- Maintains time and materials records for work performed.
- Changes tires.
- Performs various welding duties.
- Repairs and replaces seats, hardware, windows, and windshields.
- Handles the parts replacement budget, ordering parts and maintaining the parts inventory.
- Makes emergency repairs and service calls on stalled or disabled vehicles.
- Conducts periodic preventive maintenance work on bus mechanical systems, including the performance of fluid and filter changes, clutch adjustments and engine adjustments.
- Maintains vehicles service and operation records.
- May road test repaired equipment.
- Drives a school bus over a designated route according to an established time schedule.
- Cleans and keeps bus orderly.

Examples of important and essential duties continued;

- Checks vehicles for proper maintenance and safety.
- Reports need for maintenance and repair work.
- Maintains discipline on the bus.
- Renders first aid or emergency assistance as needed.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck, hand truck, pallet jack and forklift.

TYPICAL WORKING CONDITIONS

As a mechanic helper work is performed in a shop environment; occasionally works outdoors in varying temperatures; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; regular contact with staff.

As a utility driver work is performed indoors, outdoors and in a vehicle; work is performed in varying temperature conditions; work is performed in an environment with constant noise; exposure to fumes, gasses, grease, and oil; work is performed in confined spaces; work is performed around equipment with moving parts; regular contact with staff, parents, and students.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the skilled maintenance and repair of gas and diesel-powered equipment.
- Operation and care of internal combustion engines and their components.
- Principles and methods of preventive maintenance.
- Safe work practices and procedures.
- Hydraulic and air brake systems and electrical ignition systems.
- Principles and methods of gas and electrical welding.
- Safe driving and work practices.
- Operation of a school bus and associated equipment.
- Provisions of the California Motor Vehicle and the California Highway Patrol School Bus Driver and Carriers Handbook (HPH 82.7).
- Provisions of the California Education Code applicable to the operation of vehicles which transport school students.
- Principles and practices of first aid.

Ability to:

- Assist lead mechanic with inspecting gas and diesel-powered equipment and accurately diagnose electrical, hydraulic, and mechanical defects.
- Skillfully use a variety of hand and power tools in the maintenance and repair of automotive equipment and busses.
- Prepare and maintain a variety of records and reports.
- Assist lead mechanic with performing skilled testing, adjustment, repair, and overhaul work on automotive equipment and busses.
- Read and interpret shop and repair manuals.
- Apply technical knowledge of mechanical and electrical trades work.
- Maintain accurate records and reports.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Operate a school bus, exercise good judgment and proper safety precautions.
- Maintain discipline over students on a school bus.
- Learn designated bus routes, bus drops, and District safety procedures.
- Understand and follow both oral and written directions.
- Read and interpret maps and vehicle codes and regulations.
- Recognize conditions that endanger safe operation of a school bus.
- Work on own initiative without close supervision.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities for this position would be considered. A typical way to obtain the required knowledge and abilities would be to have experience in the operation of a school bus or other vehicles. Work experience as an automotive mechanic, preferably including experience in working on busses.

SPECIAL REQUIREMENTS:

Possession of an appropriate California Driver's License and applicable endorsements and certifications.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

***The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment***