



Job Description

Title: Mechanic	FLSA Status: Nonexempt	Months: 12
Supervisor: Director of Maintenance, Operations and Transportation	Supervises: N/A	Range: 30
Department: Transportation	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under general supervision of the Director of Maintenance, Operations and Transportation, performs necessary major and minor repair and maintenance of District's light and heavy rolling stock and performs other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Diagnosis and repairs mechanical defects in buses, trucks, tractors, fork lifts, mowers, spray rigs, automobiles, vans and other gas or diesel powered automotive and construction equipment.
- Tunes and rebuilds engines, adjusts, repairs or rebuilds brake, ignition and carburetor systems. Overhauls transmissions and differentials, drives and road tests vehicles.
- Responsible for carrying out a program of preventive maintenance and repair work on a variety of electric motors, automotive accessories and related equipment.
- Read and prepare schematics and diagrams.
- Orders parts and supplies, maintains diagnostic equipment and shop tools, responsible for time and equipment service records.
- Maintains safe and clean assigned work areas.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Materials, tools, equipment, and methods used in the inspection, repair, replacement, and installation of a wide variety of mechanical equipment.
- Reading and writing English communication skills.

Skills/Ability to:

- See and read, with or without vision aids; ability to hear and understand speech at normal levels; able to communicate so others will clearly understand normal conversation.
- Use materials, tools, equipment and methods commonly used in the maintenance and repair of automotive and other mechanical equipment.
- Estimate labor and material requirements and to be conversant with automotive design and engineering changes.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Read and prepare schematics and diagrams.

- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.
- Maintain records.
- Communicate effectively both orally and in writing.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school.
- Five years experience, training, and/or education in diversified mechanical equipment repair.

Licenses, Certifications and other Requirements

- Valid California Class “B” driver’s license.
- Valid California Class C driver’s license.
- Valid first aid certification.
- Pre-employment drug screening.
- Pre-placement physical exam.
- Criminal justice/fingerprint clearance.
- Tuberculosis clearance.

WORKING CONDITIONS:

Work Environment:

- Primarily indoor shop environment, concrete floor.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.

Physical Demands:

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform assigned trade related functions.
- Lifting, carrying, pushing or pulling heavy objects such as equipment and tools.
- Reaching in all directions, including but not limited to overhead, above the shoulders and horizontally.
- Moderate to heavy physical effort for extended periods of time.
- Bending at the waist, kneeling and crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.