



Job Title:	Mechanic II	Wage/Hour Status:	Non-Exempt
Reports To:	Shop Foreman	Pay Grade:	Mechanic II
Dept. /School:	Transportation Department	Date Revised:	12/02/2016

Primary Purpose:

Perform mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned. Follow established procedures.

Qualifications:

Education/Certification:

High School Diploma or equivalent

Ability to obtain a commercial driver's license (Class B with passenger and student)

Minimum of two S or T group ASE Certifications required or equivalent

Special Knowledge/Skills:

Ability to diagnose mechanical problems and perform repairs with general supervision.

Ability to operate equipment and tools involved in vehicle repair.

Ability to lift heavy equipment and vehicle parts.

Ability to pass alcohol and drug test

Ability to pass required bus driver safety training

Acceptable driving record

Ability to operate bus

Experience:

Two years' experience as automotive, bus, or medium/heavy duty truck technician

Major Responsibilities and Duties:

Maintenance and Repair:

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform minor mechanical repairs.
3. Do welding and minor bodywork.
4. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
5. Maintain accurate, updated records of preventive maintenance.
6. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
7. Demonstrate a systematic process of preventative maintenance and visual inspections.

8. Perform routine vehicle maintenance and preventative care.

Safety:

9. Operate tools, equipment, and machinery according to prescribed safety procedures.
10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Help keep shop, equipment, and tools in safe operating condition.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

13. Operate buses and vehicles as needed.
14. Maintain accurate records of time and materials required to perform repairs and service.
15. Maintain assigned hand tools in a clean and secure manner.
16. Respond to roadside malfunctions in a timely manner.
17. Perform cleaning functions to maintenance and fueling station facilities.
18. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch torque wrench, jacks and lift equipment. School bus and district vehicles. Telephone and two-way radio.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Lift 80 pounds. Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.