



Lakeport Unified School District

2508 Howard Avenue, Lakeport, CA 95453

707-262-3000

707-263-7332 (fax)

Job Description

Position:

Mechanic

General Description:

Under general supervision of the Director of Transportation, plan, prioritize, and participate in the maintenance and repair activities for a variety of large and small vehicles and other motorized equipment, with an emphasis in the repair of school buses.

Specific Duties and Responsibilities:

- Duties may include, but are not limited to the following:
- Performs inspections of school buses and vehicles; diagnose problems and vehicle systems as needed; routine maintenance safety checks.
- Maintains accurate service and report history records on all vehicles and equipment maintained and/or repaired.
- Maintains buses and vehicles in accordance with California Highway Patrol requirements and industry/district standards.
- Maintains parts inventory in an organized manner, communicates with vendors and places orders of needed parts and supplies.
- Operates a variety of specialized equipment including, but not limited to; computer, forklift, school bus, mowers and other related vehicles/equipment.
- Responds to after-hours service emergency calls as needed.
- May be requested to carry and monitor District radio and/or cell phone for emergency bus communication after hours.
- Demonstrates and models safe, prudent and healthful work behaviors and practices; identifies and works toward elimination of unsafe or unhealthful work area conditions.
- Performs other essential job-related work as required, operates school buses for the purpose of substitute driving and emergency dispatch.
- Possesses the ability to diagnose, repair, rebuild and make all necessary adjustments on all vehicle systems.
- Analyzes requirements and makes recommendations on schedule for preventative maintenance program for district vehicles and equipment.
- Performs road testing to determine road ability.
- Maintains a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
- Recommends replacement of equipment and materials for department.
- Uses computer software programs that document all related fleet maintenance records and generates reports.
- Maintains shop, work areas and equipment in a clean, organized and safe manner.

- Implements, and maintains a system of vehicle maintenance that is efficient, cost effective and safety oriented.

Minimum Qualifications:

- High school diploma or equivalent.
- One year or more of journeyman experience in the repair of vehicles, heavy equipment and other motor-driven equipment.
- Certificates of training related to heavy equipment, including air brake systems.
- Certificates of completion or one or more years of experience in diesel mechanics.
- One year or more of arc welding, oxyacetylene and cutting brazing wire-feed welding, etc.
- Ability to fabricate parts and equipment.
- Possess or obtain within six months of hire date a valid California Class B Driver's license with a passenger endorsement, California Special Certificate with zero restrictions, and Medical Examiner's certificate (district will provide training).
- In case of emergency, able to drive students only when authorized by the Superintendent.
- Maintains consistent and punctual regular attendance.

Required Skills and Knowledge:

Mathematical Skills:

- Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic addition, subtraction, multiplication and division.
- Knowledge and understanding of the principles of report writing, record keeping and computer operation.
- Must have knowledge of work hazards and safety practices.
- Knowledge of the provisions of the California Motor Vehicle Code applicable to the operation of vehicles in the transportation of students. California Highway Patrol requirements and industry/district standards.
- Knowledge of the standard practices, techniques, diagnosis and tools used in maintaining and overhauling gasoline, advanced diesel powered buses, vehicles and motorized equipment.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to interact effectively with district staff, students and the general public.

Physical Requirements:

Ability to stand, walk, reach with hands and arms, stoop, kneel, crouch and crawl for extended periods of time; frequently required to climb or balance; ability to lift up to 25 pounds and push or pull objects weighing up to 50 pounds or more. Dexterity and strength of hands and fingers to operate and grasp tools needed for the job. Ability to read and understand instructions and directions. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must have a sense of smell. Ability to communicate so others will be able to understand a normal conversation in person, or on the telephone and radio.

Working Conditions:

While performing the duties of this job, the employee regularly works near moving mechanical buses and equipment. The employee must frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gas fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with several time constraints. The noise level in the work environment is usually loud and occasionally very loud. The employee is subject to federal requirements on random drug testing programs.

Hours:

Working hours are 8 hours per day.

Days:

The working period is five days per week, twelve months per year.

Holidays, vacations, sick leave, lunch periods and rest breaks will be provided in accordance with the Lakeport Unified Classified Employees' Bargaining Agreement and Ed Code.

Salary:

Range J - Classified Salary Schedule. In addition, when called upon to transport students, the mechanic will be compensated at time and one-half whether during regular working hours or after hours.

Evaluation:

Director of Transportation