

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: MECHANIC I

Classification: Range 35

BASIC FUNCTION:

Works under the direction and supervision of the Transportation Director and performs a variety of skilled activities related to the maintenance and mechanical repair of buses, vehicles and other automotive equipment.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Mechanic I class perform semi-skilled to skilled work in the repair of buses, vehicles and other equipment. While increasingly responsible work may be assigned to this class, close supervision is maintained to assure accuracy of completed assignments.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Perform a variety of skilled activities related to the maintenance and mechanical repair of buses, vehicles, and other automotive equipment.

Assist in the repair of mechanical defects in buses, automobiles, vans and other automotive equipment; perform general overhauling; determine and order needed parts and tools.

Perform preventive maintenance and safety checks on automotive equipment according to established procedures; assure proper working condition of District vehicles.

Assist in the repairs of, differentials, distributors, fuel pumps, radiators, starters, generators, universal joints and hydraulic and air systems; assist with transmission repairs; grease and service equipment.

Align wheels; adjust brakes; install batteries, brakes, wiring, headlights and other automotive parts; change and repair tires; install radios, heaters, mirrors, windshield wipers and other accessories as needed.

Maintain records of repairs, parts and service data, and completed assignments.

Operate a variety of welding, diagnostic, electrical and manual equipment and tools in the repair of District automotive equipment.

Respond to and conduct emergency vehicle repairs including changing flat tires, mechanical breakdowns and other repairs as needed.

Clean tools and maintain work area in proper working order.

Assist with light body work such as installing fenders, bumpers and doors as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tool, equipment and procedures used in the general overhaul, repair and maintenance of automotive equipment.

Laws governing equipment and vehicle standard for automotive equipment.

Record-keeping techniques.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform a variety of skilled activities related to the maintenance and mechanical repair of buses, vehicles and other automotive equipment.

Operate a variety of automotive tools, welding equipment, and other shop equipment.

Meet schedules and time lines.

Prioritize and schedule work.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Observe legal and defensive driving practices.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Drive a school bus in a safe and efficient manner.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience in automotive maintenance mechanic activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license.

Valid School Bus Driving Certificate

Valid S Certificate

**Must maintain a negative drug and alcohol test certification.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.

Driving a vehicle to conduct work.

Noise and fumes from equipment operation.

Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate assigned tools and equipment.

Lifting, carrying, pushing or pulling heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Board Approved: May 4, 2006