

**RIVER DELTA UNIFIED SCHOOL DISTRICT  
BUS MECHANIC II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform of maintenance and major and minor repairs of school buses and other district vehicles and mechanical equipment; to perform a variety of record keeping functions; and to perform related duties and responsibilities as required including preventive maintenance tasks.

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Mechanic series. Employees within this class are distinguished from the Mechanic I by the performance of the full range of duties as assigned including maintaining and repairing heavy diesel equipment and school buses. Incumbent in this class overhaul engines, transmissions, repair brakes, and perform complex tasks in heavy equipment and automotive repair. Employees at this level receive only occasional instruction or assistance as new of unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Mechanic I level, or when filled from the outside, have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Transportation Director.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform safety and maintenance inspections on buses, ensure conformance with highway Patrol Standards.
2. Inspect, diagnose and make skilled semiskilled repairs of mechanical and other defects in buses, vehicles tractors, mowers and related equipment; determine repair needed; coordinate outside repairs for major mechanical functions, as appropriate.
3. Perform regularly scheduled maintenance on assigned vehicles and equipment.
4. Perform general overhauling and repairing of engines, transmissions, differentials, distributors, fuel pumps, lights, starters, generators, universal joints and hydraulic systems, aligning of wheels, adjusting of rakes, installing of batteries, brakes, tires, wiring, window glass and door handles, and lubrication and servicing of equipment.
5. Maintain records of all repairs and other maintenance.
6. Requisition parts and supplies; collaborate with vendors; maintain inventory of supplies and parts.
7. Maintain material safety data sheets; review safety precautions with drivers.
8. Stay abreast of changes and new developments related to bus and vehicle maintenance.

**Marginal Functions:**

1. May drive bus to transport students.
2. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristic of school buses and fleet equipment.

Automotive service equipment and tools.

Methods, materials, and equipment used in the maintenance of repair of gasoline and diesel-powered school buses.

Care and operation of diesel and internal combustion engines.

Learn laws and regulations pertaining to school bus maintenance and operation.

### **Ability to:**

Learn operational characteristics of school buses and fleet equipment.

Learn methods, materials, and equipment used in the maintenance and repair of gasoline and diesel-powered school buses.

Learn to operate diesel and internal combustion engines.

Learn laws and regulations pertaining to school bus maintenance and operations.

Learn emission control and related regulations.

Use automotive service equipment and tools.

Perform major and minor repair of school buses and fleet equipment.

Diagnose mechanical defects, troubleshoot and determine the need for equipment maintenance and repair work.

Use tool and materials needed to repair and maintain school buses.

Plan and schedule maintenance and repairs.

Read technical manuals.

Understand and follow written and or oral instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

## **EXPERIENCE AND TRAINING GUIDELINES**

*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 would be:*

### **Experience:**

Three years of responsible gas or diesel mechanic experience; including some experience working on highway service vehicles.

### **Training:**

Equivalent to completion of the twelfth grade. Bilingual, oral and written (Spanish) preferred, not required.

### **License or Certificate:**

Possession of or ability to obtain, a California School Bus Driver Certificate issued by the California Department of Motor Vehicles.

Possession of or ability to obtain, a class B-P California School Bus Driver Certificate issued by the California Department of Motor Vehicles.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Shop environment; exposures to noise, dust, grease, smoke, petroleum chemicals, fumes and gases.

### **Physical Conditions :**

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate lifting, standing, bending, stooping, kneeling and/or crawling for prolonged periods of time.