

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

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 entry level class I in the Mechanic series. This class is distinguished from the Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series including checking and changing oil, transmission fluid, and other fluids, changing tires, fueling buses and related routine Mechanical functions. In addition, this class provides staff assistance to the Mechanic II in overhauling engines and performing a variety of repairs to vehicles and equipment. This class assumes responsibility for repairing and maintaining small equipment. Since this class is typically used as a training class, employees may have limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate 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:

Automotive service equipment and tools.
Standard safety precautions.

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.
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:

One year of gas or diesel mechanic experience is desirable.

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 Class B-P California Drivers License issued by the California Department of Motor vehicle.

Possession of, or ability to obtain a Class California Drivers License issued by the California Department of Motor vehicle.

WORKING CONDITIONS:

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, petroleum chemical, fumes and gases.

Physical Conditions:

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