

**Central Valley School District  
Job Description #203**

**TITLE**        **Mechanic**

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**GENERAL SUMMARY**

The Mechanic will perform journeyman level work in the repair, service and maintenance of school buses and other district equipment.

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**ESSENTIAL JOB FUNCTIONS**

1. Diagnose and repair mechanical, electrical and engine defects in buses and other automotive equipment.
2. Overhaul and rebuild engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.
3. Repair and rebuild generators, alternators and all other electrical components utilizing testing devices and machine equipment as required.
4. Perform general tune-ups on existing gas equipment, utilizing diagnostic equipment.
5. Perform diagnosis on diesel equipment using computerized diagnostic equipment.
6. Make minor road-side repairs as required.
7. Repair and replace seats, glass, sheet metal, latches and other body components and assemblies.
8. Change oil and filters, install anti-freeze and snow chains, repair tires, adjust brakes, lubricate chassis, wheel bearings and other assemblies as required. Perform all required preventive maintenance and regular bus safety inspections.
9. Operate battery chargers, valve refacing and reseating machines, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machine, air wrenches, small lathe, spark plug tester and other tools, equipment and machines required for performing repair and maintenance of motor vehicles.
10. Assist in cleaning and organization of the shop, parts room and other maintenance facilities.
11. Complete vehicle maintenance forms and records; i.e., work orders, stock records, etc.
12. Ability to repair and maintain small engine equipment.
13. Perform other related duties as required by the Supervisory of Transportation/Shop Foreman.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Supervisor of Maintenance/Transportation

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

Working around and under heavy buses and power machinery requires constant safety awareness; required to lift, move and position heavy object in excess of forty (40) pounds; required to stand for prolonged periods; exposed to high noise levels from buses and machinery; required to take precautions to avoid exposure to fumes and chemicals; required to work outdoors in inclement weather on emergency repairs; required to wear protective clothing. Adhere to all district health and safety policies, including all precautions of the HBV/HIV Bloodborne Pathogens Exposure control Plan.

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**QUALIFICATIONS:**

1. Five (5) years experience in the automotive maintenance field. Vocational training may be substituted for experience on a year-for-year basis, not to exceed two years.
2. Minimum three (3) years full-time experience as a journeyman automotive mechanic in a truck or bus maintenance facility.
3. One year full-time experience at the supervisory level in an automotive maintenance facility.
4. Possession of a valid Washington State driver's license with CDL & P endorsement.
5. Washington State School Bus Driver's certificate.
6. Ability to establish and maintain cooperative relations with other employees, students and the public.

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**UNIT AFFILIATION**

Transportation

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 6/95