

Gridley Unified School District Job Descriptions

JOB TITLE:	Mechanic	UNIT:	Classified
SALARY LEVEL:	11	LOCATION:	Transportation Dept.
DEPARTMENT:	Transportation	BOARD APPROVED:	07/19/2023
REPORTS TO:	Director of Maintenance, Operations & Transportation or Designee		

SUMMARY: Under the supervision of the Director of Maintenance, Operations and Transportation, the Mechanic will plan, schedule, repair and complete preventative maintenance on the transportation fleet and other automotive equipment; and transport students to and from school on a back-up basis when no other drivers are available and as assigned by the Director of Maintenance, Operations and Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and implement a preventative maintenance program for the transportation fleet including all vehicles and equipment.
- Inspect, diagnose, overhaul, adjust and repair gas- and diesel-powered buses, trucks, automobiles and other power equipment; reinstall components and make necessary adjustments
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems.
- Test vehicles on the road to ensure proper repair after work has been completed
- Serve as reporting person for Bureau of Automobile Repair
- Maintain and provide for California Highway Patrol terminal inspections required record and reports
- Arrange for delivery/pickup of District vehicles such as mechanical failures, break-downs, or new purchases
- Make recommendations on whether equipment or vehicles are repaired on site or out-sourced; make cost repair estimates
- Inspect school buses and sign forms indicating compliance with State requirements provided by law
- Perform electrical work, painting, acetylene and arc welding and minor body repair on motorized equipment
- Perform work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including performing work in accordance with and maintaining equipment as required by the California Highway Patrol and Vehicle Code
- Remain current on all laws pertaining to safe maintenance and repair of school buses
- Build and sustain inventory of all vehicle parts and maintain information in appropriate software program. Approve stock and part orders; label with vehicle number on which the part was used
- Maintain a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed
- Uses a variety of testing equipment such as ammeters, voltmeters and gauges to determine malfunctions and the need for repair
- Respond to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, general property maintenance, etc.
- Drives buses and other motorized equipment as needed
- Substitute as a backup bus driver when needed for the purpose of ensuring a qualified person is driving a bus route
- Obey and follow all pupil transportation rules and regulations as outlined by the district, the Department of Motor Vehicles, and the California Highway Patrol, and maintains valid required certificates.
- Escorts pupils across streets and roads as necessary and required.
- Sees that all laws and regulations as set forth by the Education Code, the Department of Motor Vehicles and the Board of Trustees are met.
- Reports potential safety hazards to Director of Transportation.

- Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.
- Maintains sanitary personal habits and a clean, neat appearance.
- Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Proof of a good driving record required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 6 months recent experience as a bus driver or one year of recent experience as a commercial vehicle driver preferred. Two years experience in repair and maintenance of mechanic equipment with an emphasis on heavy duty vehicles.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California Commercial License with passenger, school bus and air brake endorsements and a valid California Special Drivers Certificate with a current Medical Examiner's Certificate. Automotive Service Excellence certification, District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures and provision of the California Motor Vehicle Code applicable to the operation of school buses.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 100 pounds. However, while lifting amounts above 100 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.