

MAINTENANCE MECHANIC – VEHICLES REPAIR

BASIC FUNCTION

Performs skilled mechanical repair work on automotive and other vehicles and equipment and tests equipment to ensure they are in optimal performance and safe operating conditions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Maintenance series is responsible for independently performing skilled mechanical maintenance and repair duties on District automotive vehicles, grounds maintenance, and related equipment. Employees at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Inspects and diagnoses mechanical defects in vehicles for corrective and preventative maintenance purposes; undertakes maintenance and/or refers to supervisor for a determination on what other type of maintenance action is needed.
2. Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
3. Disassembles motors; rebuilds and repairs engines; repairs and replaces parts; works with supervisor to order necessary parts and materials.
4. Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, hydraulic brakes, and related parts and equipment on District vehicles and equipment.
5. Moves, installs, and services mechanical equipment and assembles and tests new and repaired equipment.
6. Performs routine maintenance such as lubrication, oil changing, battery maintenance, and tire changing on vehicles and equipment.
7. Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs as directed.
8. Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
9. As assigned, performs body repair, automotive painting, and welding tasks.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a comprehensive vehicle and equipment maintenance program.

2. Methods and techniques of using diagnostic equipment to evaluate maintenance needs in a diverse range of vehicles and equipment.
3. Principles of automotive and grounds equipment corrective and preventative maintenance.
4. Operational characteristics of electrical and electronic components used in modern vehicles and equipment.
5. Operational characteristics of equipment, materials, tools, and methods used in overhaul repairs on variety of automotive and power equipment.
6. Operating principles of gasoline and diesel engines.
7. Mechanical repair practices for vehicles and grounds equipment.
8. Methods and techniques of reviewing and interpreting vehicle and component/devices specifications and schematics.
9. Methods, materials, equipment, and tools and techniques used in routine welding and fabrication work.
10. Occupational hazards and safety equipment and practices related to the work.
11. Principles and procedures of record-keeping.
12. Methods of generating system reports on maintenance related information.

Ability to:

1. Inspect, locate, correct, or adjust malfunctions or defects in repairs needed for automotive and grounds maintenance equipment and their associated components/devices.
2. Troubleshoot and determine appropriate action in the maintenance and repair of automobiles and a variety of diesel, gasoline, and electric maintenance and grounds equipment.
3. Operate various automotive, truck, grounds, and testing equipment safely and effectively.
4. Maintain accurate logs, records, and basic written records of work performed.
5. Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
6. Safely and effectively use and operate hand tools, mechanical equipment, power tools, and lighting.
7. Maintain work areas, tools, and equipment in a clean condition.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of vehicle and equipment maintenance and repair experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a vehicle maintenance workshop and in the field; strength, stamina, and mobility to perform medium to heavy physical work; ability to sit, stand, and walk on level, uneven, or

slippery surfaces; and vision to inspect and operate equipment. Employees frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; work in confined spaces, climb and descend ladders, operate varied hand and power tools and mechanical equipment, operate a motor vehicle and visit various District sites. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a vehicle maintenance workshop and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.