

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ENTRY-LEVEL MECHANIC

BASIC FUNCTION:

Under the direction of the Supervisor-Fleet Maintenance, perform entry-level mechanical work in the repair and maintenance of a variety of large and small District buses and vehicles including gasoline, diesel and alternative-powered vehicles.

ESSENTIAL FUNCTIONS:

Perform entry-level mechanical work in the repair and maintenance on buses, automobiles, trucks, and other large and small District vehicles, including gasoline, diesel and alternative-powered vehicles; assure compliance with safety rules and procedures.

Perform scheduled preventive maintenance safety checks and inspections; maintain vehicle maintenance records.

Adjust and maintain brakes; maintain and replace brake system components; install axles; perform tune-ups.

Repair and replace engine electrical and ignition systems, such as distributors, coils, alternators, starters and related systems.

Repair, replace and adjust transmissions, drive shafts, differentials, suspension systems, universal joints, gears, valves, transfer cases and rear ends; remove and replace transmissions.

Maintain shop area, equipment and tools in a safe, clean and orderly condition; dispose of hazardous materials in accordance with established guidelines; steam clean District vehicles as assigned.

Operate a variety of diagnostic equipment and machinery utilized in the maintenance and repair of vehicles and equipment.

Perform electrical and acetylene welding, brazing and soldering; repair and replace school bus seats and seat frames; replace window glass and air conditioning components; repair and replace school bus floors; replace A/C components.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Maintain and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment and procedures in the repair and maintenance of District vehicles and equipment.

Basic operation and principles of gasoline, diesel and alternative-powered vehicles.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
Basic diagnostic procedures for vehicles and equipment.
Preventive maintenance practices.
Shop math applicable to vehicle maintenance.
Health and safety regulations.
Safe driving techniques.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Repair and maintain a wide variety of large and small gasoline, diesel and alternative-powered vehicles and related equipment.
Repair and maintain mechanical, electrical and computerized components.
Operate specialized equipment used in repairing or servicing of vehicles.
Understand and follow oral and written instructions.
Maintain records related to safety, preventive maintenance and work performed.
Observe legal and defensive driving practices.
Operate, service and make minor repairs on equipment.
Observe health and safety regulations.
Use gas and arc welding equipment.
Proper lifting techniques.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Walk or stand for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders and horizontally.
Move hands and fingers to operate power tools and equipment.
See to observe and perform repairs.
Climb ladders and work from bus tops.
Hear and speak to exchange information.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years automotive or diesel maintenance and repair experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of or the ability to obtain within six months of employment, a valid California Class B commercial driver's license with passenger and air brake endorsements.
Must be able to successfully complete the District's Apprenticeship Program within four years of employment.
Ability to floor-lift 92 pounds and arm-lift 80 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.
Seasonal heat and cold or adverse weather conditions.
Regular exposure to fumes, dust and odors.

HAZARDS:

Subject to noise and fumes from equipment operation.
Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Working on ladders.
Working around moving objects or vehicles.
Traffic hazards.

BOARD APPROVED: November 7, 2017