

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MECHANIC'S ASSISTANT-FUEL

BASIC FUNCTION:

Under the direction of the Supervisor-Fleet Maintenance, perform fueling and routine servicing of District vehicles and equipment to assure proper and safe operating condition; perform minor repairs on school buses and other District vehicles.

ESSENTIAL FUNCTIONS:

Perform fueling and routine servicing of District vehicles and equipment to assure proper and safe operating condition; monitor and replenish water, oil, coolant and fuel levels of District vehicles and equipment.

Perform minor repairs on school buses and other District vehicles; perform basic emergency repairs and replacement of bulbs, lights and seats; report need for major repairs to appropriate personnel.

Monitor, order and replace various supplies for vehicles, equipment and work areas, including cleaning supplies and maps.

Communicate with department staff and outside agencies to exchange information and resolve issues or concerns related to mileage, deadlines, repairs, and supplies.

Prepare and maintain records related to fuel usage, mileage, maintenance service, supplies and repairs; monitor pumps and underground fuel storage tanks.

Observe and maintain current knowledge of safety rules and procedures.

Operate fuel dispensers and other assigned equipment.

Wash and perform thorough cleaning of school buses and other vehicles as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, equipment and procedures of automotive fueling, routine servicing and performing minor repairs.

Operation of fuel dispensers and assigned equipment.

Health and safety regulations.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

ABILITY TO:

Perform fueling and routine servicing of District vehicles and equipment.
Perform minor repairs on school buses and other District vehicles.
Operate fuel dispensers and assigned equipment.
Maintain routine records.
Observe health and safety regulations.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Understand oral and written instructions.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
Move hands and fingers to operate fuel dispensers and assigned equipment.
See to inspect vehicles and equipment.
Bend at the waist, kneel or crouch to make repairs.
Reach overhead, above the shoulders and horizontally.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and some experience performing minor repairs and mechanical work.

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.
Ability to floor-lift 92 pounds and arm-lift 80 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Fumes and odors from vehicle and equipment operation.
Driving a vehicle to conduct work as required by position.

HAZARDS:

Exposure to fumes and vapors.
Working at heights while washing buses.

BOARD APPROVED: November 7, 2017