

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MECHANIC'S ASSISTANT-TIRE

BASIC FUNCTION:

Under the direction of the Supervisor-Fleet Maintenance, assist in the inspection and maintenance of District vehicles and equipment to assure proper and safe operating conditions; maintain a tire maintenance program on school buses and other District vehicles.

ESSENTIAL FUNCTIONS:

Assist in the inspection and maintenance of District vehicles and equipment to assure proper and safe operating condition; perform a variety of maintenance work and repairs on District vehicles including brake jobs, safety service work, front-end alignment adjustments, bus seat repairs and other assigned tasks.

Maintain a tire maintenance program on school buses and other District vehicles; change and repair tires as needed; paint wheels as appropriate.

Steam clean District equipment as necessary; remove graffiti from District vehicles and equipment as assigned.

Drive to vendor locations to pick up parts and materials as required.

Prepare and maintain records related to services, repairs and maintenance work performed.

Communicate with department staff, vendors and other outside agencies to exchange information and resolve issues or concerns.

Operate a variety of hand and power tools, machines and equipment used in the repair of motorized equipment.

Maintain work area in a clean, safe and orderly condition.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and regulations related to changing and repairing tires on a variety of District vehicles.

Basic procedures of automotive repair and maintenance.

Operation of a variety of hand and power tools, machines and equipment.

Health and safety regulations.

Record-keeping techniques.

Safe and defensive driving practices.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

ABILITY TO:

- Assist in the inspection and maintenance of District vehicles and equipment.
- Maintain a tire maintenance program on school buses and other District vehicles.
- Operate hand and power tools, machines and equipment used in assigned activities.
- Maintain routine records.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information.
- Move hands and fingers to operate assigned hand and power tools and 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 one year of experience performing 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.
- Driving a vehicle to conduct work.
- Fumes and odors from vehicle and equipment operation.

HAZARDS:

- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- Exposure to fumes and vapors.

BOARD APPROVED: November 7, 2017