

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Mechanic

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To maintain, service, and repair District school buses, automobiles, pickups, trucks, tractors, lawnmowers, and other engine driven equipment.

**SUPERVISOR:** Director of Transportation

### **TYPICAL DUTIES:**

1. Diagnoses engine trouble and other mechanical malfunctions of the carburator, fuel injection, ignition, electrical, cooling systems, transmission, differential, and braking systems on all types of mechanical repairs.
2. Performs a variety of mechanical repairs including general overhaul of the above vehicular parts and systems.
3. Performs tune-ups and makes adjustments to carburators, fuel injection, and ignition systems.
4. Adjusts and relines brakes; repairs air brake systems, steering systems, drive line, and clutch.
5. Repairs and replaces engine/vehicle components including coolant pump, fuel pump, manual and power-assist steering, alternator, voltage regulator, starter, etc.
6. Adjusts, repairs, and/or replaces clutch, manual and automatic transmissions.
7. Uses a variety of tools and equipment needed in automotive repair and maintenance in a safe and effective manner.
8. Maintains required records on buses and other vehicles in an accurate and timely manner.
9. Develops and maintains a comprehensive preventive maintenance program for all District vehicles.
10. Recommends the replacement/acquisition of vehicles for the District upon request.
11. Recommends sending vehicles to proper facilities for certain major repairs.
12. Operate engine and electrical diagnostic equipment.
13. Perform other duties similar to the above in scope and function as required.

### **EMPLOYMENT STANDARDS**

- Valid and appropriate California Drivers License;
- Special certifications/licenses required by the State of California to perform service, repair, inspection of school buses;
- CHP certificate to operate a school bus.

**Knowledge of:**

- principles and practices of preventive maintenance and servicing school buses and other automotive equipment;
- names of automotive parts and common terminology of the trade;
- appropriate tools/equipment necessary for maintenance and repair of motor vehicles and their fuel, ignition, electrical, and cooling systems;
- proper procedures used in overhaul, repair, adjustment, and maintenance of engine powered equipment;
- proper operation and care of both gasoline and diesel engines, chassis, and all component systems;
- principles of internal combustion engines;
- provisions of the California Vehicle and Education Codes applicable to the operation of vehicles in the transportation of students;
- basic recordkeeping techniques.

**Ability to:**

- understand and carry out a variety of oral and written instructions in an independent manner;
- diagnose mechanical defects, repair, and adjust engines and equipment at journey level of performance;
- use a variety of hand and power tools and equipment needed in automotive repair and maintenance in a skillful and safe manner;
- use both hand and machine tools needed in the servicing, lubrication, maintenance, and repair of automotive equipment in a skillful and safe manner;
- operate testing/diagnostic equipment effectively;
- service and repair mechanical equipment including diesel and gasoline engines;
- maintain records accurately;
- read and understand technical data and manuals;
- plan and organize work for completion in a timely and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS AND ENVIRONMENT**

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects.
2. Work both inside and outside in a variety of temperatures and weather conditions.