

## **Escondido Union High School District Job Description**

**Job Title:** Fleet Mechanic  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Transportation  
**FLSA Status:** Nonexempt  
**Salary Level:** 37  
**Approved By:** Board of Education  
**Approved Date:** 12/07/2010

### **NATURE OF WORK**

Maintains school buses, vans, trucks and other district vehicles to assure equipment is safe for the transporting of students and district personnel by performing the following duties

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Diagnoses, assesses and repairs problems with buses as discovered in drivers' pre-trip inspections.

Operates computerized and specialized equipment in the testing, diagnosis and repair of District vehicles; operate a computer and assigned software to research specifications required to safely maintain mechanical systems per manufacturers specifications and State and Federal guidelines.

Diagnoses and determines repairs required on district vehicles.

Assesses mechanical safety of district vehicles and repairs or replaces parts such as tires, air or hydraulic brakes, electrical components, clutches, drive shafts.

Performs in-frame engine overhauls.

Removes, sends out for repairs and reinstalls transmissions.

Repairs upholstery and seats.

Performs minor paint and body work.

Performs tune ups of diesel and gas powered vehicles.

Removes and replaces exhaust systems, including manifolds, pipes, mufflers.

Fabricates and welds parts.

Checks district vans and automobiles for fuel.

Maintains parts inventory.

Performs preventive maintenance inspections according to government regulations and timelines.

Completes daily paperwork including repair orders, schedule of projects.

Notifies dispatcher and drivers of "downed" vehicles and the reason therefore, with an estimated date for completion of repairs.

Provides mechanical inservices to drivers.

Makes "road calls" for break downs in the field.

Cleans equipment and shop area.

Inventories and maintains equipment and tools in good working order.

May be required to substitute on a bus route.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); plus four years journeyman mechanic experience including two years diesel and heavy equipment mechanic experience. Post secondary classes in diesel mechanics helpful.

### **KNOWLEDGE OF:**

Computerized electronic systems in vehicles; computers to enable use of specialized software for tracking purposes.

### **ABILITY TO:**

Read, and understand general business periodicals, professional journals, technical procedures, or governmental regulations; write reports and business correspondence; effectively present information and respond to questions or complaints from managers, drivers, vendors, government agencies such as California Highway Patrol, and other employees of the district; diagnose and recommend repairs, applying the most stringent safety parameters; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical, diagram or schedule form and deal with several abstract and concrete variables.

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Class B Driver's License with Passenger endorsement

School Bus Certificate

Current medical card

Current CPR/First Aid Certification

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to walk. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to high, precarious places; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to wet and/or humid conditions and extreme heat. The noise level in the work environment is usually loud.

**COMMENTS**

Individuals assigned to this position must possess a compelling commitment to safety; must be able to work with a variety of personalities and maintain a professional and flexible demeanor. Must be able to work independently, without direct supervisions, and to perform detailed and critical tasks with numerous interruptions. Must be able to focus and not be distracted by surrounding activity.