

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/18	Mechanic Technician	2.11.19
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PURPOSE

To support student achievement by performing highly skilled and technical work in the field of diagnosing and repairing vehicular equipment for school transportation and District vehicles.

CLASS CHARACTERISTICS

This is the journey level class within the Mechanic series. In addition to traditional mechanical and electrical components, this position requires the use of the latest technological and environmental applications that will ensure the safe and reliable transportation of students and staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher level mechanic. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor routinely throughout progress and upon completion. May train and direct the work of other classified staff in the area as specified by leadership or in the absence of shift lead.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Maintain, diagnose, replace, inspect, and repair all electrical, mechanical, body, chassis, and hydraulic components of diesel and gas powered equipment including, but not limited to, trailers and other related machinery (e.g. buses and motor pool). May perform light body work and painting.

Perform journey-level maintenance using most current technological applications on District vehicles including, but not limited to, replacing glass, repairing seats, changing belts and hoses, and repairing and replacing brakes.

Maintain current knowledge of new technologies and applications including brake systems, fuels managements systems, automotive electrical training, and evolving alternatives in energy sources and related delivery mechanisms.

Work collaboratively with others and with minimal supervision.

Respond to emergency calls for repairs and service; may include weekends and holidays.

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Assist when needed or directed in parts processing and inventory control.
Perform gas and electric welding.

Conduct road test(s) of repaired vehicles.

Maintain a clean and orderly work area.

Complete and maintain applicable records.

Maintain regular and consistent attendance and punctuality.

Serve as back-up bus driver as needed.

Perform related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operation, theory and principles of traditional and computer controlled gas and diesel-powered engines.

Basic methods, tools, and equipment, including welding, used in the maintenance and repair of vehicles and other equipment.

Current computerized diagnostics including the use of handheld devices, computers, scan tools and diagnostic equipment.

Automotive air-conditioning, including parts and repairs.

Service and maintenance of refrigeration systems and hydraulic lift components.

Vehicle preventive maintenance techniques.

Relevant and emerging software and hardware technology pertaining to area of responsibility.

Safe driving and work practices.

Ability to:

Provide exceptional customer service.

Maintain certifications and understanding of applicable equipment, tools, software and technology.

Perform major and minor journey -level maintenance and repair work on vehicles and other equipment.

Read and interpret diagnostic test results from diagnostic equipment.

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Use onboard computer systems to identify codes.

Demonstrate proficiency in math related to vehicle maintenance.

Locate, diagnose, and repair defects in vehicles and other equipment.

Perform gas and electric welding work.

Follow oral and written directions and communicate in English.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Conform to safety standards.

Stay current on new technologies, products and procedures by utilizing training opportunities offered through the District. Assist in the training of maintenance staff.

Explain mechanical diagnoses and required repairs in a non-technical manner to service advisors and customers.

Provide technical assistance as necessary to other District personnel.

Maintain a flexible work schedule (including shift work) that may necessitate overtime during periods of high demand. May be required to remain on-call for emergency situations.

Establish and maintain effective working relationships with those contacted in the course of work.

Pass pre-employment and random drug screens.

Maintain a safe driving record and appropriate licensure and certification.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five years of professional experience in the repair of light to medium duty equipment comparable in complexity to a school bus. Must have a safe driving record.

Training:

Equivalent to the completion of the twelfth grade, supplemented by vocational training or coursework in gasoline and diesel-powered engine repair and maintenance. Additional years of experience may substitute for training. Automotive Service Excellence (ASE) certification required.

OR

A four-year term of automotive apprenticeship with on-the-job training.

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Special Requirements:

Possession of, or the ability to obtain within 6 months:

Valid Class B Oregon's Commercial driver's license with applicable endorsements.

Valid ODE School Bus Driver's certification.

ASE Master School Bus Certification

Oregon Department of Education Annual Vehicle Inspection Certificate.

EPA 609 Motor Vehicle A/C Certification in the Proper Use of Refrigerants including Recovery, Recycling, and Reclamation.

Provide own set of hand tools.

Work Environment:

Enclosed mechanic shop environment; occasional field environment with some travel from site to site; exposure to dust, grease, fumes, solvents and mechanical hazards. Exposure to noise levels ranging from moderate to very loud. When repairing vehicles in the field, may be exposed to inclement weather conditions, hazardous traffic conditions and rough terrain.

Moderate level of contact with district personnel and minimal level of contact with outside agencies/community.

Physical Requirements:

Frequent walking, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, feeling, hearing, climbing and balancing. Standing for prolonged periods. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and telephone.

Strength: Heavy – Exert force to 100 pounds occasionally and/or 50 pounds of force frequently. May involve significant stand/walk/carry/push/pull.

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Mechanic—Technician

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____

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