

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/18	MECHANIC	2.11.9
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PURPOSE

To improve student achievement by performing a variety of skilled vehicle and other equipment maintenance work for the safe and reliable transportation of students and district staff.

CLASS CHARACTERISTICS

This is the full journey level class within the Mechanic series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Lead Mechanic in that the latter provides work coordination.

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 at regular intervals during progress and upon completion.

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

Performing journeyman-level maintenance on District vehicles to include replacing glass, repairing seats, changing belts and hoses, and repair and replacement of brakes.

Inspecting and diagnosing malfunctions in vehicles and determining method of repair.

Performing general repair of engines, air and hydraulic brakes.

Assisting in parts processing and inventory control.

Serving as back-up bus driver as needed.

Tuning-up engines; repairing or replacing electrical systems and components.

Performing gas and electric welding.

Installing windows and windshields and performing other light body repair work.

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Performing preventative maintenance on equipment and vehicles; performing safety inspections.

Conducting road tests of repaired vehicles and responding to road calls as necessary.

Maintaining a clean and orderly work area.

Maintaining paperwork as necessary; completes work orders.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

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

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

Vehicle preventive maintenance techniques.

Shop math applicable to vehicle maintenance.

Safe driving and work practices.

Ability to:

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

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

Pass required physical examinations necessary for bus driver certification

Conform to safety standards as prescribed

Stay current on new technologies, products and procedures

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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

Maintain a safe driving record and appropriate licensure and certification.

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

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:

One year of professional experience in the repair of heavy 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 preferred.

Special Requirements:

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

Valid ODE School Bus Certification

Oregon Department of Education Annual Vehicle Inspection Certificate

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.

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Salem-Keizer School District is an equal opportunity employer.

Position: Mechanic

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

Signature: _____

Date: _____

Print Name : _____