

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/22	LUBE MECHANIC	2.11.20
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### **PURPOSE**

To improve student achievement by performing a variety of work involving routine maintenance of vehicles and other equipment.

### **CLASS CHARACTERISTICS**

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

### **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 entry-level preventative maintenance and safety inspections on equipment and vehicles.

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

Serving as back-up bus driver as needed.

Repairing or replacing minor electrical systems and components.

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

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 to include verifying proper labor times and parts cost are applied for inventory control process.

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, used in the maintenance and repair of vehicles and

other equipment.

Basic 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 entry-level maintenance and repair work on vehicles and other equipment.

Locate, diagnose, defects in vehicles and other equipment.

Follow oral and written directions and speak, read, write in English well enough to communicate diagnostic and repair information.

Read and apply technical mechanical diagrams, schematics and repair manuals to the daily work associated with the job function.

Pass required physical examinations necessary for bus driver certification.

Conform to safety standards as prescribed.

Stay current on new technologies, products and procedures.

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 license 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.

**Experience:**

One year of professional experience in the repair of light duty or heavy equipment. 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.

**Special Requirements:**

Valid Class B Oregon's Commercial driver license with applicable endorsements within six months of hire date.

Valid ODE School Bus Certification within six months of hire date.

Provide own set of hand tools and tool box storage.

**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.