

**MENDOCINO UNIFIED SCHOOL DISTRICT**  
**Classified Job Description**

**CLASS TITLE:**  
**District Mechanic**

**RANGE: 51**

**DUTY DAYS: 12 month**  
**260 Days**

**BASIC FUNCTION:**

Under supervision of transportation supervisor and maintenance supervisor, performs repair and maintenance on school buses and other school vehicles. Perform a variety of skilled and semi-skilled duties in one or more of the trades, in repair of buildings, facilities and mechanical equipment.

**REPRESENTATIVE DUTIES:**

- Develop, implement and maintain records of a vehicle maintenance program.
- Perform regular inspections to maintain bus fleet and other school vehicles in good repair.
- Schedule and coordinate a preventative maintenance and repair program for District buses, vehicles and other motorized equipment to assure safe and proper operation.
- Perform routine maintenance and repair of brakes, tires and related systems and equipment.
- Inspect, diagnose and carry out major and difficult repair of mechanical defects on truck-sized engines, transmissions and other vehicle mechanical systems.
- Repair maintenance equipment in cooperation with the Maintenance Department staff.
- Assist in preparing necessary reports and forms required by the District and State agencies that pertain to the physical condition of the vehicles.
- Inform the Business Manager about the current year's budget; provide input regarding transportation department needs to assist in creating future budgets.
- Assist Business Manager with specifications for bus and vehicle bids.
- Order necessary supplies and equipment after conferring with the Business Manager.
- Maintain an inventory of supplies and equipment.
- Maintain transportation garage in a clean and sanitary condition.
- Maintain, repair and tune heating and ventilating systems and related equipment, including furnaces, blowers, boilers, air handlers, heat pumps and motors.
- Perform maintenance and repair to plumbing facilities, i.e., sinks, toilets and water and sewer lines.
- Weld pipe, metal framing, structures and metal parts; fabricate metal parts and structures; operate various types of welders to create or repair metal objects.
- Operate a truck to transporting tools and equipment to and from work assignments.
- Operate a variety of power and hand tools, equipment and machinery; maintain tools and equipment in a clean, safe and proper working condition
- May assist with grounds keeping or custodial projects as necessary.
- Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, tools, material and equipment used in the maintenance and repair of gasoline and diesel-driven vehicles.

Internal combustion engine, drive train and electrical systems principles

Laws, rules and regulations related to assigned automotive repair activities.

Operation and use of hand and power tools and specialized equipment used for the testing, repair and maintenance of automotive vehicles and motorized equipment.

California Motor Vehicle Code provisions applicable to vehicle operations in the transportation of school children

Record keeping and report writing techniques

Proper methods of storing equipment, materials and supplies

Health and safety regulations and procedures

Oral and written communication skills

Proper lifting techniques

Interpersonal skills using tact, patience and courtesy

Methods, practices, equipment, tools and terminology used in various crafts including carpentry, plumbing, painting, and electrical work

Principles for maintaining school heating equipment

Building construction practices affecting the construction and repair of school buildings

Troubleshooting techniques and the “mechanical sense” to determine when need for repair or preventative maintenance exists

**ABILITY TO:**

Diagnose mechanical defects and perform skilled repairs to mechanical equipment.

Operate standard and specialized shop tools and equipment.

Prioritize and schedule work

Analyze situations accurately and adopt an effective course of action

Work independently with little direction.

Estimate materials and supply needs.

Order parts and supplies according to established guidelines

Coordinate various inspection and preventative maintenance programs.

Work from schematics and diagrams.

Check and repair bus safety equipment and devices.

Follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe legal and defensive driving practices.

Lift significant weight (75#), for example bus tires, engine parts

Troubleshoot to determine cause of malfunctioning equipment

Operate a variety of power tools

Perform work requiring mechanical ability

Read blueprints and estimate costs of repair and construction work

**EDUCATION AND EXPERIENCE**

High School Diploma or its equivalent plus substantial training in the care and maintenance of large engines including at least two years paid experience as a diesel and gasoline truck mechanic.

**LICENSES AND OTHER REQUIREMENTS:**

Fingerprint clearance for the Department of Justice

Valid California Driver's License

Qualified as a school bus driver

**WORKING CONDITIONS:**

Shop environment; subject to noise from equipment operation, driving within the District to conduct some work and responding to emergency calls; lifting, bending, stooping, pulling, climbing and standing for long periods of time. May be exposed to asbestos particles, exhaust fumes, grease, dust, dirt, high voltage and chemical fumes. Indoor and outdoor environment; subject to driving from site to site to conduct work, noise from equipment operation.

