# INFORMATION SHEET 12-11-2018 TRUSTEES' MEETING

To: Board of Trustees

From: Jim Bridges and Nancie Castro

Re: Change of Job Description for Mechanic

## Overview

In our original job description, one of the essential functions of the job is "Operates a school bus as a regular, relief, or substitute driver, if the need occurs; makes service calls for emergency repairs," however it stated that having a license to drive a bus is "preferred" and does not include all the necessary requirements to be able to transport students. In order for the mechanic to complete the essential function of driving students on the bus, we need to add the requirements to do so, as well as some of the other things that would be required of a bus driver. The attached proposed job description highlights the additions we would like to make.

**Recommended Action** Approve new job description for Mechanic.

# JOB DESCRIPTION

## POSITION: Mechanic
## SALARY PLACEMENT: Classified Salary Schedule

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**
High School Diploma or equivalent, qualifications of brake inspection and two years automotive/maintenance experience. Possession of a valid Class A or B California Driver License with "P" passenger and "S" school bus endorsements, a valid California Special Driver Certificate, a current medical certificate, and a current first aid card or have taken and passed the CHP first aid test.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**
Valid California driver's license. Knowledge of the principals of internal combustion engines; the methods, tools, equipment, and materials used in the repair and maintenance of motorized equipment; diagnose mechanical difficulties; use shop equipment and tools to make major and minor repairs. Follow oral and written directions. Have the physical capabilities sufficient to do job tasks as indicated on the pre-employment physical examination as requirements for the maintenance/trades personnel classification.

**SUMMARY OF POSITION:**
Under the direction of the Director of Maintenance, Operations and Transportation to do skilled major and minor mechanical repair work on school buses and other school vehicles and other equipment (both gas and diesel powered); and to do related work as required. Operates a school bus to transport pupils over a scheduled route or on a special excursion; maintains discipline on the bus; maintains route sheets and other records; inspects, cleans, and performs minor maintenance to the vehicle.

**ESSENTIAL FUNCTIONS:**
Essential functions may include but not limited to:

1. Inspects buses and keeps records of bus maintenance. Buses should be inspected monthly.
2. Inspects and diagnoses mechanical and electrical defects in school buses, trucks, mowers, tractors, and other mechanical equipment,
3. Disassembles motors and repairs and replaces parts; reconditions and adjusts ignition, brakes, and carburetor systems; overhauls or replaces transmissions, radiators, and differentials;
4. Repairs and adjusts air and hydraulic brakes; replaces brake shoes.
5. Repairs generators, starters, lighting systems, and fuel pumps.
6. Services buses and other gasoline-powered vehicles;
7. Lubricates, changes oil, oil filters, spark plugs, points, and condensers.
8. Removes, repairs, and reinstalls seat frames; renovates and repairs vinyl seat backs, cushions, and upholstered seats.
9. Operates a school bus as a regular, relief, or substitute driver, if the need occurs; makes service calls for emergency repairs.
10. Maintains/cleans and repairs all District vehicles.

11. Maintains/cleans and repairs a variety of District equipment.
12. Maintains repair and maintenance records.
13. Maintains/cleans shop area, equipment and tools.
14. Assist in installation, operation, maintenance and repairs as assigned.
15. Assist other custodial and maintenance personnel as needed.
16. Maintains a clean transportation area.
17. Perform other duties as assigned.

**DIRECTLY RESPONSIBLE TO:**
Director of Maintenance, Operations and Transportation

**PHYSICAL ENVIRONMENT:**
Must be able to stand, walk, sit and lift up to 50 lbs. (i.e., toolbox, supplies, etc.) occasionally lift up to 75 lbs., bend, twist, reach and stretch, push, pull and drag, climb, balance on narrow or inclined surfaces, kneel, crouch, squat, manipulate small and large objects with fingers and hands, hold, grasp or pinch with fingers or hands, clear vision and hearing. Sufficient strength to lift non-ambulatory students, lift and move equipment, physically control/restrain a 100-pound student with assistance. Sufficient mobility to climb in and out of school buses, emergency exits, and to maneuver students in and out of buses.

**WORK ENVIRONMENT:**
Shop environment; work involves diesel and gasoline powered equipment; solvents, chemical cleaners, welding equipment, exhaust fumes and gasoline, subject to noise, subject to lifting, pushing,-bending, stooping, and driving from site-to-site to conduct work. Maintains appropriate grooming and attire for the work place. The job is performed under extreme temperature variations and some hazardous conditions.

BOARD APPROVED: December 11, 2018