

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL BUS MECHANIC

SALARY: RANGE 41 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Mechanic Supervisor, ensure the availability of vehicles in a safe operating condition; determine needed repairs and replacements on District vehicles; perform required repairs and preventive maintenance; provide written documentation of repairs to meet District, State and federal requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate preventive vehicle maintenance programs; maintain vehicles in a safe operation condition.

Diagnose potential vehicle malfunctions; determine needed vehicle repairs and replacements.

Inspect school buses and other grounds equipment including gas and diesel-powered engines, drive trains, electrical system, mowers, trailers and other equipment; identify defects and ensure that the vehicle and equipment is in a safe operating condition.

Maintain tools, equipment and shop area; ensure the availability and functioning of required tools and equipment within a safe work area.

Perform minor bodywork; repair floor coverings, upholstery, fenders, painting and other items; maintain the appearance and safe operation of the vehicles.

Perform road tests on vehicles and school buses; ensure that vehicles are in safe operating order.

Prepare documentation including records of repairs, maintenance logs, costs, vehicle warranties, and other documents; convey required information and ensure compliance with federal and State requirements.

Repair vehicle systems and components including brake systems, air doors, lights, and other components; replace defective vehicle parts and systems including heating and electrical systems, tires, pumps, and other systems; ensure the availability of vehicles in a safe operating condition.

Respond to road calls regarding disabled vehicles; perform emergency repair work in the field as required and in accordance with established guidelines.

Fabricate parts for the purpose of providing items necessary for repairs.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- ▶ Operation, theory and principles of gasoline and diesel required and battery-powered equipment.
- ▶ Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- ▶ Diagnostic procedures for vehicles and equipment.
- ▶ Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.
- ▶ Shop math applicable to vehicle maintenance.
- ▶ Health and safety regulations.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

ABILITY TO:

- ▶ Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines and battery-powered engines.
- ▶ Diagnose and repair mechanical, electrical and computerized malfunctions.
- ▶ Operate specialized equipment used in repairing or servicing of vehicles.
- ▶ Read and apply technical and mechanical diagrams, schematics and repair manuals.
- ▶ Analyze situations accurately and adopt an effective course of action.
- ▶ Maintain records related to safety, preventive maintenance and work performed.
- ▶ Observe legal and defensive driving practices.
- ▶ Observe health and safety regulations.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of journey-level automotive or diesel maintenance and repair.

OTHER REQUIREMENTS:

- ▶ Valid California Class B driver's license.
- ▶ DMV Pull authorization for NUSD.
- ▶ Appropriate Air Brake Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Vehicle and equipment repair shop environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust and odors.
- ▶ Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a variety of tools and equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to perform maintenance duties.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Walking or standing for extended periods of time.

POTENTIAL HAZARDS:

- ▶ Working around or with machinery having moving parts.
- ▶ Working in a cramped or restrictive work chamber.
- ▶ Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- ▶ Exposure to hazardous materials.
- ▶ Driving a vehicle during adverse weather conditions.