

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: District Mechanic/Maintenance

SALARY SCHEDULE: Classified CLASSIFICATION: Classified

DEPARTMENT: District Office LOCATION: District Wide

REPORTS TO: Facilities and Transportation Director

BOARD APPROVED: 03/15/2007 REVISED: 04/17/2008

SUMMARY: Under the direct supervision of the Facilities and Transportation Director, maintain, repair and service District buses, vehicles and equipment including gasoline and diesel powered equipment and small engine equipment; oversee maintenance activities; train and provide work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

- Schedule, oversee and participate in vehicle and equipment maintenance and repair duties to assure safe, timely and efficient performance of vehicle and equipment maintenance assignments and projects.
- Train and provide work direction to assigned personnel; schedule, assign and review work.
- Diagnose, repair and maintain District vehicles and gasoline powered and small engine equipment including buses, trucks, cars, tractors, lawn mowers, sweepers and other equipment; coordinate smog inspections as necessary.
- Repair and adjust engines; perform major and minor tune-ups; grind valves; lubricate and service vehicles.
- Remove, repair and replace engines, transmissions, brake and clutches; recondition and adjust ignitions and carburetor systems.
- Repair or replace generators, water pumps, fan belts, electrical systems, wheel bearings, fuel pumps and other parts and components as necessary; repair upholstery and glass.
- Perform safety inspections of buses and other vehicles and equipment to assure safe and proper operation.
- Order parts, materials and supplies as needed; evaluate the condition of existing vehicles; purchase buses and vehicles according to established guidelines and procedures.
- Maintain and oversee the maintenance of the shop area in a clean and orderly condition; coordinate hazardous material pick up.

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: DISTRICT MECHANIC/MAINTENANCE**

Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES - CONTINUED

- Operate a variety of tools and power equipment used in the repair and maintenance of vehicles and equipment; maintain tools and equipment in clean and proper working condition.
- Communicate with other District departments and personnel, vendors, contractors and the California Highway Patrol to exchange information and facilitate maintenance and repair activities.
- Maintain routine records related to parts and supplies, work orders and vehicle and equipment maintenance, servicing and inspections.
- Perform arc, oxy and acetylene welding repairing cracks and body damage; fabricate steel and sheet metal parts; use wire feed.
- Repairs, installs, replaces, and tests electrical circuits, equipment, and appliances using hand tools and testing instruments to maintain lighting and equipment in the district.
- Inspects and tests electrical lighting, signal, communication, power circuits and equipment using testing instruments such as ammeter, Ohm meter and volt meter.
- Observe mechanical devices in operation and listens to their sounds to locate causes of trouble.
- Dismantles devices to gain access to and remove defective parts.
- Adjusts functional parts of devices and control instruments.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, equipment and materials used in the maintenance and repair of vehicles and equipment.
- Proper methods of storing equipment materials and supplies.
- Principles and practices of training and providing work direction.
- Appropriate safety practices and procedures.
- Applicable sections of the California Vehicle Code.
- Record keeping techniques.
- Operation of a school bus.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: DISTRICT MECHANIC/MAINTENANCE
Page 3

KNOWLEDGE AND ABILITIES - CONTINUED

ABILITY TO:

- Perform skilled work in the maintenance and repair of vehicles, gasoline and diesel powered equipment and small engine equipment, and oversee maintenance activities.
- Inspect, service, adjust, troubleshoot and repair air, hydraulic/vacuum brake systems and components.
- Operate a variety of tools and power equipment utilized in vehicle and equipment maintenance safely efficiently.
- Maintain records and prepare reports. Maintain tools and equipment in clean and proper working condition.
- Inspect vehicles and equipment and diagnose repair needs.
- Train and provide work direction to others.
- Communicate effectively with others.
- Understand and follow oral and written directions.
- Lift moderately heavy objects.
- Estimate time and materials required for maintenance jobs.
- Maintain routine records.
- Operate a school bus, observing safe and defensive practices.
- Establish and maintain cooperative and effective working relationships with others.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of skilled experience in vehicles and equipment repair and maintenance.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Commercial driver's license.
- Valid California Medical Examination Card.
- Valid California Special Driver Certificate with School Bus Endorsement
- Valid ARC First Aid and CPR Certificates

ENVIRONMENT:

Shop environment.

Regular exposure to fumes, dust and odors.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: DISTRICT MECHANIC/MAINTENANCE
Page 4

HAZARDS:

- Subject to noise and fumes from equipment operations.
- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- Driving a vehicle during adverse weather conditions.
- Reaching overhead, above the shoulders and horizontally.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is required to reach with hands and arms, climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB