



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Vehicle Service Mechanic

Revised 7/11

DEFINITION

Under the direction of the Transportation Supervisor, performs repairs and does preventative maintenance on district automobiles, busses, and equipment; and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Maintain a program of scheduled preventive maintenance for district automobiles, busses, and equipment. E
- Perform lubrication procedures and associated parts replacements according to schedule. E
- Perform standard tune-ups, brake inspections, adjustments, and over-hauls as needed. E
- Maintain repair records with CHP requirements. E
- Prepare and maintain records of safety inspections conducted on student transportation. E
- Prepare and maintain records of work performed including hours and materials purchased and used. E
- Assist Auto and Bus Mechanic as needed to do major mechanical repairs and other repairs. E
- Perform tire inspections, repair, rotation, and replacement as needed on all district vehicles. E
- Perform upholstery repair/replacement on district busses. E
- Perform window glass repair/replacement on district vehicles. E
- Perform clutch inspections and adjustments as needed. E
- Prepare cost effective inventory of air, fuel, oil, and water filters for all district vehicles and equipment preventive maintenance programs. E
- Perform bus oil changes in accordance with established schedule. E
- Write requisitions, order parts, and ensure parts ordered are received in a timely manner. E
- Operate school vehicles.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent
Automotive repair training

Experience

Automotive repair experience

Licenses and Other Requirements

DOJ and FBI Fingerprint clearance
TB Test documentation within the last four years
Valid California Driver's License (Class C)

KNOWLEDGE AND ABILITIES

Knowledge of

- Methods, equipment, and materials used in mechanical maintenance, servicing, and repairs.
- Operation, use, and care of hand and power tools and equipment used in gasoline and diesel engine repair and the repair and maintenance of related parts and equipment.
- Principles of internal combustion engines.
- Rules and regulation of the State related to pupil transportation and smog control.
- Applicable health and safety laws, regulations, and procedures.

- Proper lifting techniques.
- Basic Record-keeping techniques including maintaining records on a computer system.
- Safe driving principles and practices.
- Shop mathematics.

Ability to

1. Perform journey-level maintenance and repairs on gasoline, diesel, and electric powered engines and equipment.
2. Read and interpret mechanical and electrical diagrams.
3. Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
4. Maintain records and complete reports related to work performed.
5. Understand and follow oral and written directions.
6. Plan and organize work.
7. Work cooperatively with others.
8. Observe health and safety regulations.
9. Make mathematical calculations quickly and accurately.
10. Observe legal and defensive driving practices.
11. Communicate effectively with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Auditory capabilities to listen to engine operation.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

Hazards

- Working with tools, and powered machinery.