



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

December 1994

### MECHANIC

#### DEFINITION

Under general supervision, to inspect, diagnose and repair both gasoline and diesel powered automotive, bus, truck, tractor and other power-driven equipment; and to perform other job related work as required. May be required to operate a school bus to transport students.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full skilled journey level experience. The employee is expected to work independently in conducting major and minor repairs on most engines and equipment. The employee is also required to diagnose a wide variety of mechanical problems.

#### EXAMPLES OF DUTIES

Performs preventive maintenance, inspections, and major repairs on automotive and diesel equipment including cars, trucks, busses, tractors, power mowers, and grounds maintenance equipment; replaces and adjusts components such as carburetors, fuel pumps, distributors, hydraulic cylinders, valve controls, generators, bearings and gears; diagnoses electrical problems and repairs batteries, alternators and ignition systems; checks, cleans, adjusts and replaces breaker points and spark plugs; diagnoses, repairs and replaces transmissions, clutch assemblies, differentials and drive shafts; adjusts and replaces brake shoes, pads and linings; performs engine tune-ups; conducts front-end repairs on steering linkages, gearboxes and power steering pumps; repairs radiators and replaces water pumps and hoses; services vehicles with oil, grease, water and hydraulic fluids; carries out a variety of preventative maintenance inspection and servicing tasks; may order and pick up parts and materials; performs electric and acetylene welding and fabricating work; participates in major repair, modification and rebuilding projects; services and repairs hydraulic pumps and equipment; conducts emergency repairs on vehicles in the field; test drives a variety of vehicles; maintains work, time and material records; operates a school bus to transport students in the event of an emergency.

#### SPECIAL REQUIREMENTS

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by State Department of Motor Vehicles rules. This may include maintaining the first aid and medical certifications required to operate school buses.

Ability to qualify and maintain insurability by the District liability insurance carrier standards.

REQUIRED QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the overhaul, repair and adjustment of automotive, truck, bus tractor and other power-driven equipment;  
The operation and care of internal combustion engines and their components;  
Hydraulic valves and controls, hydraulic and air brake systems, electronic ignition and computer command systems;  
Uses of equipment shop tools and equipment;  
Methods used in electric-arc and acetylene welding;  
Safe work practices and procedures;  
Shop math applicable to the mechanical trades.

Ability to:

Inspect automotive and other power-driven equipment to locate and diagnose malfunctions;  
Perform heavy work requiring the ability to lift, carry and/or push 100 lbs. with frequent lifting and/or carrying up to 50 lbs;  
Perform minor and major mechanical repairs on District equipment;  
Use a variety of tools with skill and safety;  
Maintain shop and repair records;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships;  
Read and write at the level required for successful job performance;  
Learn to operate a school bus and obtain an unrestricted California School Bus Driver Certificate and a Medical Examiner's Certificate.

Training and Experience:

Two years of experience in the repair and maintenance of automotive, bus, truck and other power-driven equipment.

Education:

Completion of courses and training in automotive repair and diesel mechanic work is desirable.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 169
- 12 months