POLLOCK PINES ELEMENTARY SCHOOL DISTRICT
MECHANIC

Definition:
Under the direction of the Supervisor of Transportation, the position of Mechanic is for the purpose of ensuring the availability of vehicles in safe operating condition by performing mechanic work and repairing mechanical equipment including, but not limited to: buses, trucks, automobiles, vans, power lawn mowers, other lawn equipment, and other mechanical equipment. The mechanic position is also for the purpose of performing mechanical work in the inspection, diagnosis, repair, and maintenance of District buses and vehicles including gasoline, diesel, and alternative-powered vehicles and performing required inspections of school buses.

Essential Job Functions:
- Conduct periodic mechanical checks on buses as mandated by law.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Inspect and perform routine safety checks on district vehicles, i.e., check fluid levels, battery and cables, lights, tires and wheels, drain tanks, and perform other related checks and adjustments.
- Adjust and repair brakes; maintain and replace power disc, air and hydraulic brake system components; install axles; repair steering system and drive shafts; perform tune-ups within limits of district equipment.
- Repair/replace/adjust bearings, clutches, drive lines, alternators, starters, exhaust systems, cooling systems, air conditioning, electrical systems, generators, fuel pumps, windows, doors, flooring, heaters, defrosters, drive belts, hoses, speedometers and tachometers for the purpose of maintaining the safe operation of such equipment.
- Perform welding work for the purpose of repairing equipment, as required.
- Maintain preventative vehicle maintenance programs in coordination with administration for the purpose of maintaining vehicles in a safe operating condition.
- Fabricate parts for the purpose of providing items necessary for repairs.
- Perform minor body work (e.g., front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Transport various items (e.g., tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Repair school buses and other gas or diesel powered mechanical or automotive equipment; perform road test to diagnose needed repairs and to test completed repairs.
- Disassemble motors and repair, replace parts; troubleshoot and repair electronic systems; service and maintain fuel and cooling system.
- Repair/adjust/overhaul and/or replace transmission and differentials.
- Perform on-call emergency roadside repairs as needed.
- Maintain an inventory of materials and supplies needed for repairs; maintain records of repairs and parts used.
- Maintain work area in a safe, clean, and orderly condition.
- Maintain positive relationships with staff and vendors.
- Participate in workshops and training sessions as required.
• Repair and balance tires and wheels using the proper equipment provided.
• Operate test equipment and hand power tools as required.
• Drive a school bus on a relief basis for the purpose of providing back-up when regular drivers are not available.
• Complete necessary local, state, and federal reports as directed.
• Chain buses and repair chains.
• Service and install snow plows and other snow-related equipment.

Other Job Functions:
Operate a variety of diagnostic equipment and machinery utilized in the maintenance and repair of vehicles and equipment; perform a variety of repairs to vehicles such as changing light bulbs, replacing air conditioning components, and replacing glass for windows; perform electrical and acetylene welding, brazing and soldering within limits of district equipment; perform related duties as assigned.

Job Requirements – Qualifications
• Experience Required: Prior related experience preferable in a school and/or instructional setting; experience with increasing levels of responsibilities.
• Skills, Knowledge and/or Abilities Required: Techniques and practices of maintenance and repair of heavy and light automotive vehicles; safe operation of related tools, equipment, and procedures in the overhaul, repair, and adjustment of engines and of fuel, ignition, electrical, and cooling systems; operation, theory, and principles of gasoline and diesel-powered engines; methods, equipment, tools, and materials used in the repair and maintenance of vehicles; diagnostic procedures for vehicles and equipment; preventative maintenance practices; applicable laws, codes, rules, and regulations related to assigned activities; technical aspects of field of specialty; shop math applicable to vehicle maintenance; computer applications (Word, Excel, etc.); CHP requirements for maintenance of school buses; safe driving techniques; proper lifting techniques; interpersonal skills using tact, patience, and courtesy.
• Ability to: Diagnose, repair, and maintain a wide variety of large and small gasoline, diesel, and alternative-powered engines and related equipment; diagnose and repair mechanical, electrical, and computerized components; operate specialized equipment used in repairing or servicing of vehicles; read and apply technical and mechanical diagrams, schematics, repair manuals, and catalogs; maintain records related to safety, preventative maintenance, and work performed; operate, service, and make repairs on equipment; plan, prioritize, lay out, and schedule mechanical maintenance and repair work; estimate material and supply needs; interpret and apply applicable laws, codes, rules, and regulations; observe health and safety regulations; use gas and arc welding equipment; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; understand and follow oral and written instructions; maintain consistent, punctual, and regular attendance; walk or stand for extended periods of time; bend at the waist, kneel, or crouch; reach overhead, above the shoulders, and horizontally; move hands and fingers to operate power tools and equipment; see to observe and perform repairs; climb ladders and work from bus tops; hear and speak to exchange information.
Education, Training, and Experience Required:
Any combination equivalent to: graduation from high school and three years of experience in general automotive or diesel automotive mechanical overhaul, repair, and service work, including diesel and welding experience. Knowledge of internal combustion engines, the repair and maintenance of mechanical equipment, and the provisions of the California Vehicle Code applicable to the operation of vehicles relating to the transportation of school children.

Job-Related Experience Required:
Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. Typical qualifying entrance backgrounds are heavy duty mechanics or a closely related field; or lead journey-level experience performing heavy-duty vehicle maintenance and repair.

Continuing Education/Training: As needed for current job assignments

Required Testing/Clearance/Other:
- Pre-employment drug/alcohol testing in compliance with the Omnibus Employee Testing Act of 1991
- Pre-placement physical assessment
- Comprehensive driving test administered by the District
- TB test clearance
- DOJ/FBI Fingerprint Clearance
- Must be over 18 years of age (VC-12516)
- Must maintain insurability by the district’s insurance carrier for liability purposes

Required Certificates and Licenses:
- Valid California Driver's License
- Current Medical Certificate (DL51)
- Valid Red Cross First Aid Card (or must obtain a Red Cross First Aid Card within the first six months of employment)
- Valid California School Bus Driver’s Certificate (or must be able to obtain a California School Bus Driver’s Certificate within the first year of employment; this timeline may be extended, as needed, based on Superintendent approval.)

Salary Range: 33 ($20.04 - $29.24 per hour)

Hours: 6 hours/day; 12 months/year

Work Site: Pollock Pines Elementary School District Transportation Department

Work Year: 2020-2021 School Year
Application Procedure: This position will be Open Till Filled. Applicants can go onto EDJOIN.org and submit the following:

- Current resume
- Letters of reference (maximum of three)
- Copies of Certificates or Licenses Held