

## **Madera Unified School District Classified Job Description**

### **Mechanic Technician**

#### **Purpose Statement**

The job of Mechanic Technician was established for the purpose/s of providing support to the educational process with specific responsibility for mechanic services; inspections and identifying repair and/or replacement needs; performing basic repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

This job reports to Shop Supervisor-Transportation or Director of Transportation.

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#### **Essential Functions**

- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains own tools, shop tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. work orders, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements:**

##### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

### **Minimum Qualifications**

Experience One year of journeyman experience in the repairs and maintenances of heavy equipment diesel and gasoline powered vehicles, i.e. diesel trucks and/or buses; or proof of completion of an accredited diesel mechanic program.

Education      High School diploma or equivalent.

Possession of, or ability and qualifications to obtain the Licences/Certificates listed below within 12 months of appointment, and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test  
Pre-employment Drug Screening  
Pre-employment Physical Exam

Certificates

Valid Class A or B CDL  
Proof of satisfactory completion of a recognized diesel school or related classes preferred  
Air Brake and Passenger Endorsements  
B  
Current Medical Certificate

Continuing Educ./Training

Current Medical Certificate

Clearances

DOJ/FBI  
Background Clearance  
TB Clearance  
Physical Demands(F)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 32