

Madera Unified School District Classified Job Description

Mechanic Specialist

Purpose Statement

The job of Mechanic Specialist was established for the purpose/s of providing support to the educational process with specific responsibility for mechanic services; inspections and preventive maintenance; identifying repair and/or replacement needs; performing journeyman level repairs; 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.

Essential Functions

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- 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, frames, 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.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.