



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

**MECHANIC SPECIALIST**

<p><b>DEPARTMENT/SITE:</b> Transportation</p> <p><b>REPORTS TO:</b> Director of Transportation &amp;          Supervisor – Transportation Shop</p>	<p><b>SALARY SCHEDULE:</b> Classified Bargaining Unit  <b>SALARY RANGE:</b> 42  <b>WORK CALENDAR:</b> 261 Days</p> <p><b>FLSA:</b> Non-Exempt</p>
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**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Transportation and the Supervisor – Transportation Shop, the Mechanic Specialist provides 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. The incumbents in this classification provide the school community with transportation services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**  
 Positions in the Mechanic Specialist classification are the second level in the Mechanic job series in the Transportation Shop. These positions are responsible for diagnostics, inspections, repair, maintenance and servicing of Transportation vehicles and other mechanic shop equipment.

The Mechanic – Lead is the highest level in the Mechanic job series in the Transportation Shop responsible to lead, train, monitor, and inspect the work of the other Mechanic classifications and participate in the diagnostics, repair, maintenance and servicing of Transportation vehicles and other mechanical shop equipment.

The Mechanic Technician is the entry level in the Mechanic job series in the Transportation Shop responsible for inspecting assigned vehicles and perform routine vehicle maintenance.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assesses incidents, complaints, accidents and/or potential emergency to resolve or recommend a resolution to the situation.
- Attends unit in-service and safety meetings to convey and/or gather information required to perform job functions.
- Diagnoses vehicle malfunctions to determine needed vehicle repairs, corrective actions, and/or replacements.
- Fabricates and welds parts to provide items necessary for repairs.
- Inspects assigned vehicles (e.g., brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition) to ensure that the vehicle is in a safe operating condition.

- Maintains own tools, shop tools, equipment and/or shop area to ensure the availability of tools and equipment, and safety within the workspace; dispose of all vehicle-related chemicals through environmental safety protocols.
- Operates a variety of equipment, such as hand and power tools, lifts, jacks, stands, tire machines, testers, meters, and diagnostic equipment necessary to perform assigned duties.
- Operates computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles; operates a computer and assigned software, including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.
- Performs minor body work (e.g., front ends, fenders) to maintain the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g., oil change, tire rotation, brake check) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g., work orders) to document activities, provide written reference and meet mandated requirements.
- Rebuilds and installs specialized equipment (e.g., wheelchair lifts, Child Check System).
- Repairs, adjusts, and overhauls vehicle systems and components (e.g., diesel/gasoline engines, transmissions, differentials, clutches, air and hydraulic brake systems, steering mechanisms, air conditioning systems, and other major units) to ensure the availability of vehicles in safe operating condition.
- Responds to road calls regarding disabled vehicles to perform emergency repair work in the field; assists Bus Driver in unloading and loading students; assists tow truck driver as needed.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Proper methods, techniques, materials, tools, and equipment commonly used in vehicle maintenance and repair work
- Principles of internal combustion engines and automotive mechanical and electrical systems
- Techniques, practices, theories, and procedures of diesel, gas, and alternative fueled vehicle and equipment maintenance and repair
- Diagnostic procedures for vehicles and equipment
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles including on-board systems and electronics
- Principles of air and hydraulic brake systems
- Proper operation of school buses, District vehicles, and fork-lifts
- Preventive maintenance practices and procedures
- Provisions of the California Motor Vehicle Code, Education Code, and Administrative Code applicable to the operation and maintenance of school buses
- Appropriate Health and Safety regulations, safety precautions, and procedures
- Safe and defensive driving methods and techniques
- Applicable State and Federal laws, codes, and regulations related to assigned activities
- Math applicable to vehicle maintenance
- Proper lifting techniques

### **Skills and Abilities to:**

Mechanic Specialist  
Updated: 2022 EH&A  
Previous update: 2018

- Perform a variety of mechanical maintenance and repair work on District vehicles and equipment
- Diagnose and repair mechanical, electrical, and computerized malfunctions
- Troubleshoot to diagnose repairs and maintenance of vehicles and equipment
- Read and apply technical and mechanical diagrams, schematics, and repair manual
- Communicate clearly and concisely in both oral and written forms
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Operate a computer and mobile technical equipment
- Perform routine record-keeping techniques
- Understand and carry out oral and written instructions
- Respond appropriately to feedback, direction, and evaluation
- Establish and maintain effective working relationships with staff, students and the public

**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 significantly impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Three (3) years of journeyman experience in the repairs and maintenances of heavy equipment diesel and gasoline powered vehicles, e.g., diesel trucks and/or buses, or proof of completion of accredited diesel mechanic program.

Possession of, or ability and qualifications to obtain the Licenses/Certificates listed below within six (6) months of employment. Failure to do so will result in termination.

**LICENSE(S) REQUIRED:**

- Possession of a valid California Class A or B Commercial Driver’s License with appropriate endorsements and remain insurable at the District’s standard insurance market rate. Current DMV report.
- U.S. Department of Transportation DL-51 Medical Examiner’s Certificate
- Proof of satisfactory completion of a recognized diesel school or related classes (preferred)

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam F through District’s provider at District’s expense
  - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver’s License through District’s provider at District’s expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoor and outdoor and requires standing or walking for extended periods of time
- Lift or carry items up to 55 lbs. when changing tires, repairing engines (note that lifting/pushing/ pulling may require up to or in excess of 100 lbs. for brief periods of time)
- Exposure to bio-hazard materials, contact with engine fluids and cleaning agents, and seasonal heat and cold or adverse weather conditions
- Bending at the waist, kneeling, crawling, reaching, handling or crouching, climbing/balancing for ingress/egress from bus; pushing/pulling when changing tires
- Reaching/handling under dashboard, under bus, tools, wiring, nuts, bulbs
- Hearing and speaking to exchange information
- Visual acuity near/far and depth perception
- Drives a school transportation vehicle