

## 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/ Director of Transportation.

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#### 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.
- 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:**

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

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.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; 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.

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. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is 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 significantly 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 Five years of journeyman experience in the repairs and maintenances of diesel and gasoline powered vehicles and CNG, or completion of accredited mechanic program.

Education High School diploma or equivalent.

Proof of satisfactory completion of an accredited diesel school program or must complete accredited diesel school program within one year from date of hire.

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  
Current Medical Certificate  
Passenger Endorsement

Continuing Educ./Training

None Specified

Clearances

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(F)

FLSA Status

Non Exempt

Approval Date

11/14/11

Salary Range