

# Job Description

San Ramon Valley Unified School District

## Mechanic

### Purpose Statement

The job of Mechanic is done for the purpose of providing support to the educational process with specific responsibilities for performing a variety of duties related to vehicle and equipment maintenance; assisting mechanics and ensuring that tools and materials are available at job site; and maintaining District vehicles in a safe and acceptable operating condition without interruption to the educational program.

This job reports to Assigned Supervisor

### Essential Functions

- Diagnoses and repairs all vehicles and equipment for the purpose of determining needed vehicle repairs and/or replacements and ensuring vehicles are in a safe operating condition.
- Orders, receives and stores gas, oil and parts for the purpose of maintaining inventory and ensuring availability of required items.
- Performs routine vehicle preventive maintenance program for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Performs minor body work as needed for the purpose of maintaining the appearance and safe operation of the vehicles.
- Assists other mechanics as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Attends department in-service and safety meetings for the purpose of gathering information required to perform job functions.
- Maintains a clean and safe work environment for the purpose of ensuring the availability of tools and equipment and safety within the workspace.
- Records all safety inspections, worked performed, and parts used to complete assigned work for the purpose of providing up-to-date information and/or historical reference.
- Responds to emergency breakdowns and repairs vehicles at emergency site and operates a variety of maintenance and repair tools and equipment in a safe manner for the purpose of performing emergency repair work in the field.
- Troubleshoots vehicle-related problems for the purpose of providing immediate assistance to vehicle users.
- Uses diagnostic computer equipment to check and diagnose vehicles for the purpose of identifying equipment and/or systems repair and/or replacement needs.

### Other Functions

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

### Job Requirements: Minimum Qualifications

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhere to safety practices and procedures; basic record-keeping techniques; operation of school vehicles

and other automotive and heavy equipment safely and efficiently; use various tools and testing equipment to diagnose problems and assist in the repair and maintenance of equipment; proper use of hand tools and power equipment; and estimate time and material required for work project.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state rules and regulations related to the maintenance and operation of heavy equipment and student transportation; operates and maintains specialized tools; and oral and written English communication skills.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types 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 analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicate with diverse groups, meet deadlines and schedules; work with detailed information; prepare and maintain accurate, complete and timely reports and records; read and use equipment manuals; establish and maintain effective working relations; understand and follow oral and written direction; set priorities; and work with constant and sustained interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent 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 minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Three years of job related experience within the field is required.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

Random Drug and Alcohol Testing

**Certificates and Licenses**

Valid Class A or B Commercial Driver's License with Passenger and Air Break Endorsements

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Pre-Employment Drug Test Clearance  
Current DMV H6 Driving History Report  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 9

**Revised Date**