

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
MECHANIC**

**DEFINITION:**

Under supervision of the Director of Maintenance, Operations, and Transportation, the Mechanic will plan, organize, and participate in the maintenance and repair activities to a variety of large and small Department vehicles and equipment.

**EXAMPLES OF DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Plan, organize and participate in the maintenance and repair activities to a variety of large and small Department vehicles and equipment including gasoline, diesel, and alternative fuel-powered equipment.
- Receive work orders, plan and perform work as necessary
- Determine equipment and material needs and requisition parts as necessary; communicate with supervisor on work projects and other related assignments.
- Maintain the automotive equipment used in the Department and perform required services and mechanical repairs on buses, trucks, automobiles, and other mechanical equipment.
- Perform safety inspections on Department vehicles, including buses; perform road tests and inspections to assure malfunctions have been corrected and equipment is functioning properly.
- Rebuild, replace, or overhaul engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetor systems, electrical systems, and other mechanical assemblies.
- Perform engine tune-ups and ignition system adjustments as necessary; inspect, adjust and reline brakes within specific guidelines.
- Diagnose and repair engine systems, such as distributors, coils, alternators, starters, and related systems.
- Operate a variety of hand tools, diagnostic equipment, welding equipment, and a variety of mechanical aids in the repair, adjustment, and maintenance of motorized equipment.
- Respond to and provide emergency road service to disabled vehicles as required.

- Maintain a variety of records and reports related to maintenance, repairs, and inventory of Department vehicles and equipment.
- Drive frequently for department business.

Vehicle Maintenance:

Inspects buses and transportation vehicles to ensure against mechanical defects, malfunctions, and potential safety hazards. Lubricates buses, automotive, and other power equipment; replaces defective lubrication fittings. Inspects batteries for water level and corrosion. Repairs and changes tires, and maintains the proper inflation level of tires. Drains and refills crankcases. Inspects and fills gearboxes with lubricants. Replaces light bulbs and fuses. Adjusts and repairs windows, seats, and mirrors. Assists in disassembling, repairing, and reassembling engines, transmissions, and other major assemblies. Performs minor engine tune-up functions. Assists in the maintenance and repair of vehicle braking, steering, and electrical operating systems.

QUALIFICATIONS:

Valid California Class A or B driver license and evidence of insurance  
Airbrake Certification or ability to obtain

Knowledge of:

techniques and practices of maintenance and repair of heavy and light automotive vehicles and equipment; safe operation of related tools, equipment and procedures in the overhaul, repair, and adjustment of motor equipment and systems; operation, theory, and principles of gasoline, diesel, and alternate fuel powered engines; methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment; diagnostic procedures for vehicles and equipment; technical aspects of field of specialty; shop math applicable to vehicle maintenance; health and safety regulations.

Skill and Ability to:

diagnose, repair, and maintain a wide variety of large and small gasoline, diesel, and alternate fuel powered engines and related equipment; diagnose and repair mechanical, electrical and computerized malfunctions; operate specialized equipment used in repairing or servicing of vehicles; analyze situations accurately and adopt an effective course of action; maintain records related to safety, preventive maintenance and work performed; operate a computer at a level necessary for job performance; understand and follow oral and written directions; work cooperatively with others; operate power tools and equipment; walk or stand for extended periods; bend, kneel, or crouch; pull, push, lift, and carry moderately heavy objects; reach overhead, above the shoulders and horizontally.

#### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience in the servicing, maintenance, and repair of buses, trucks, automobiles and other mechanical equipment.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in the maintenance and repair of automotive equipment.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.