



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION MECHANIC

### DEFINITION:

Under supervision of the Director of Transportation, the position is responsible for the care and maintenance of the TCDE fleet and all Special Education bus and vehicle transportation. May also repair and maintain large and small maintenance equipment as needed.

### ESSENTIAL FUNCTIONS AND JOB 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.
- Inspect buses and transportation vehicles to ensure against mechanical defects, malfunctions, and potential safety hazards. Perform safety inspections on Department vehicles, including buses; perform road tests and inspections to assure equipment is functioning properly.
- Lubricate buses, automotive, and other power equipment; replaces defective lubrication fittings. Drain and refill crankcases. Inspect and fill gearboxes with lubricants.
- Rebuild, replace, or overhaul engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetor systems, electrical systems, and other mechanical assemblies.
- Perform minor engine tune-up functions including maintenance and repair of vehicle braking, steering, and electrical operating systems. Inspect batteries for water level and corrosion. Repair and change tires, and maintains the proper inflation level of tires. Replace light bulbs and fuses. Adjust and repair windows, seats, and mirrors.
- 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.


### EXPERIENCE AND EDUCATION:

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

- Equivalent to the completion of the twelfth grade, supplemented by specific training or coursework in the maintenance and repair of automotive equipment.
- Four years' of experience in the servicing, maintenance, and repair of buses, trucks, automobiles and other mechanical equipment.
- Valid California Class A or B driver license and evidence of insurance
- Airbrake Certification or ability to obtain.



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Official:   
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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.

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.

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

- Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear.
- The employee is required to sit, squat, stoop, or kneel, reach above the head and reach forward. The employee will frequently bend or twist the neck and trunk more than the average person.
- The employee continuously uses hand strength to grasp tools and climb ladders.
- The employee must frequently lift and/or move up to 75-100 pounds such as maintenance equipment, tools, and vehicle/bus parts.
- Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee regularly works indoors.



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- The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
- The noise level in the work environment can be high to moderate.

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.

**HRS Office Use Only**

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**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: September 5, 2018