

VISTA UNIFIED SCHOOL DISTRICT
VEHICLE AND EQUIPMENT MECHANIC

Purpose Statement

The purpose of a Vehicle and Equipment Mechanic is to provide journey-level mechanical services with specific responsibility for inspecting, diagnosing, repairing, and performing routine maintenance of a variety of heavy and light District vehicles and equipment including gasoline, diesel, and alternate fuel powered equipment and grounds maintenance equipment; ensure completion of projects in accordance with trade standards; ensure that tools and materials are available at job site.

This job reports to the Director of Transportation.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring project success.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses, overhauls, maintains, and repairs a wide variety of vehicle systems and components (e.g., diagnoses service or repair needs, repairs and replaces diesel/gasoline engines, automatic and manual transmissions, differentials, clutches, air and hydraulic brake system components, drive shafts, drive axle components, valves, transfer cases, universal joints, emission controls, coils, alternators, starters, ignition systems, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Drives school buses of varying sizes and complexity for the purpose of performing road tests and responding to emergency situations.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Maintains tools, equipment, and/or shop area (e.g., assists with parts inventory, maintains shop stock as assigned, cleans and maintains shop area, etc.) for the purpose of ensuring the availability of tools and equipment and safety within the workspace.
- Maintains vehicles (e.g., maintains appropriate levels of fuel and oil, monitors and maintains adequate air pressure in tires, cleans interior and exterior of vehicles, picks up and disposes of trash and debris, etc.) for the purpose of ensuring availability of vehicle in a safe operating condition.
- Operates a variety of specialized electronic diagnostic equipment and machinery for the purpose of diagnosing vehicle malfunctions and determining needed vehicle repairs and/or replacements.
- Performs journey-level mechanical work for the purpose of providing safe vehicles and equipment for use by district staff.
- Performs routine maintenance checks and inspections (e.g., oil changes, tire rotations, break checks, changes and balances tires, checks fluid levels, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares manual and electronic records and reports (e.g., parts and supply inventory, inspection records, mileage logs, repair and maintenance logs, parts lists, warranty claims, etc.) for the

purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Secures shop, tools, and equipment for the purpose of minimizing property damage and loss and liability.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required for off-site repairs.

Other Functions

- May drive school buses of varying sizes and complexity for the purpose of transporting passengers over scheduled routes to and from school and/or special excursions in a safe and timely manner.
- 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:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- diagnosing equipment malfunctions;
- handling hazardous materials;
- inspecting equipment;
- mechanical aptitude;
- operating equipment and tools used in skilled trades, including power and hand tools;
- operating light and heavy duty vehicles;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools and equipment used in vehicle maintenance;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- health and safety regulations;
- job-related codes/laws/rules/regulations/policies;
- methods of storage and removal of hazardous materials;
- methods and techniques used in the repair and operation of light and heavy duty vehicles;
- operating standard office equipment including utilizing pertinent software applications;
- principles and operation of gasoline, diesel, and alternative fuel powered machines;
- proper use and maintenance of tools and equipment used in vehicle repair and maintenance;
- safe driving practices;
- safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities; gather and/or collate data; 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:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant physical exertion; significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, . Generally the job requires 15% sitting, 15% walking, and 70% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: Graduation from high school or equivalent and five years of journey-level experience in automotive or diesel maintenance and repair.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class A or B commercial Driver License with passenger and air brake endorsement.

School Bus Driver California Special Driver - School Bus Certificate issued by the Department of Motor Vehicles.

Valid DMV Medical Certificate (Forms MCSA-

5875 and 5876).

Valid First Aid/CPR Certification.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance

Drug Test

Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

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Salary Grade

Classified, Range 57