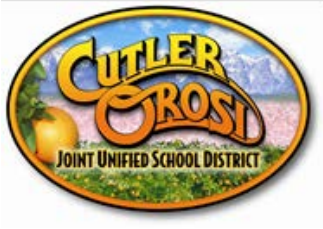


# Cutler-Orosi Joint Unified School District



## Mechanic / Bus Driver

**Salary Range:** Range 28 (+5 for Bus Cert.)

**FLSA:** Non Exempt

**Unit:** Classified

### DEFINITION

Under general supervision, perform a variety of routine repairs and adjustments to District school buses and vehicles; wash, clean and refuel buses and other District vehicles; operate school buses or transportation vehicles transporting students over designated routes within an established time schedule; perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Lead Journeyman Mechanic/Bus Driver. Exercise no direct supervision over staff.

### CLASS CHARACTERISTICS

This is an entry-level classification. Initially, under close supervision, incumbent learns preventative and routine maintenance and repair methods and techniques. Work is usually supervised while in progress fitting an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Eventually, incumbent will attain a level of experience to receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Journeyman Mechanic in that the latter performs semi-skilled and skilled mechanic duties.

### EXAMPLES OF ESSENTIAL FUNCTIONS

*Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all of the duties, knowledge and abilities associated with this classification, but is intended to accurately reflect the principal job elements. All of the duties listed below are considered to be "essential" with the exception of "Other duties as assigned."*

- Perform preventative maintenance and safety checks, emissions tests and inspections of buses and District vehicles as assigned. Road test equipment to diagnose, repair and/or inspect work.

- Lubricate and service a variety of school buses and vehicles; change, clean and replace spark plugs; replace oil and oil filters; wash, clean and refuel buses and other District vehicles as assigned.
- Operate a school bus to transport students daily or as needed; perform the essential duties and meet the qualifications of the Bus Driver classification.
- Maintain vehicle maintenance records; ensure compliance with California Highway Patrol school bus maintenance regulations; complete check sheets and repair reports.
- Install warning beacons, headlights, taillights and minor electrical devices.
- Operate a two-way radio to communicate with drivers for a variety of purposes.
- Pick up and deliver parts and make service calls.
- Observe safe work methods and make appropriate use of related safety equipment as required.
- Assist other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Read and interpret technical manuals and blueprints to facilitate installation, servicing, repair and replacement services and activities.
- Maintain facilities, shop and garage areas, storage sites and other work areas in a clean and orderly condition, including securing equipment and tools at the close of the workday.
- Maintain accurate manual and computerized logs and records of work performed and materials and equipment used; prepare reports as required.
- Report safety hazards for maintenance and/or repair.
- Respond to emergencies, road calls and/or after-hour calls.
- Use tact, initiative, prudence and judgment within policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- May assist students with special needs in accessing and departing from buses, including using wheelchair lifts to load students onto buses and securing and tying down students using restraint harnesses and child seats.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of and Ability to:**

- Use positive techniques for providing a high level of customer service by effectively dealing with parents, students, community members and staff. Use tact, patience and courtesy.
- Maintain personal appearance, grooming and language that provide a satisfactory example to pupils.
- Apply Federal, State and local laws, ordinances, regulations and guidelines relevant to assigned duties including CHP requirements for maintenance of school buses.
- Observe all District safe work practices and policies including the use of required personal protective equipment; use proper lifting techniques.
- Use basic methods, techniques and procedures of vehicle preventative maintenance and repair.
- Operate and maintain of a variety of hand and power tools and equipment related to the work.

- Learn and understand the operation of the District as necessary to assume assigned responsibilities; use tact, initiative, prudence and independent judgment within policy and legal guidelines.
- Be motivated to produce a high quality work product; set priorities and meet critical time deadlines; complete work with many interruptions.
- Skillfully and safely use and operate hand tools, mechanical equipment, power tools, testing equipment and light to heavy equipment; maintain tools and equipment in a clean working condition.
- Maintain consistent, punctual and regular attendance; be reliable and have the ability to empathize.
- Understand and follow oral and written instructions in English, use English effectively to communicate in person, over the telephone and/or in writing using proper spelling, vocabulary, grammar and punctuation; apply common sense understanding to carry out instructions provided.
- Possess the personal characteristics generally recognized as essential for public employees, including the demonstration of: integrity, initiative, emotional maturity, dependability, good judgment and ability to work cooperatively; be reliable and have the ability to empathize.
- Maintain confidentiality regarding students, parents, staff and others.
- Perform preventative maintenance and basic repair of buses, vehicles and other equipment.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Maintain accurate logs, reports and basic written records of work performed.
- Establish, maintain and foster positive and effective working relationships with others.
- Read and apply technical and mechanical diagrams, schematics and repair manuals.
- Meet the physical demands and environmental elements required by the position.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- High school diploma or equivalent
- Post-secondary school training or apprenticeship in auto/diesel mechanics.

**Experience:**

- One year experience in a commercial shop dealing with diesel mechanics

**LICENSES AND CERTIFICATIONS:**

*Licenses and Certifications are conditions of initial and continuing employment. Bus Driver's licenses and certifications must be obtained within six months of hire date.*

- Possession of and ability to maintain a valid California Driver's License.
- Submit, at applicants own expense, his/her DMV motor vehicle driving record at the time of appointment. Failure to meet this requirement may result in disqualification.
- Possession of or ability to obtain and maintain, a valid California Class B Driver's License with passenger and air brake endorsements and a California Special Driver's Certificate issued by the

California Department of Motor Vehicles and by the Department of Education.

- Mileage reimbursements are available for employees required to drive a personal vehicle.

## **OTHER REQUIREMENTS**

- Other skills/performance tests may be required.
- Maintain personal responsibility for maintenance of all licenses and permits.

## **WORK CONDITIONS**

*The work environment and physical demands of the position as described are, representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individual to perform the essential functions of a specific position.*

## **PHYSICAL DEMANDS**

Must possess: mobility to work in and around a standard shop setting and to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium physical work, grasp and operate varied hand and power tools and related equipment and to climb and descend vehicles. Vision abilities required include close vision, color vision, distance vision, peripheral vision, and the ability to adjust focus. Hearing and speech abilities required to communicate in person and over the telephone and/or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employee in this classification bends, stoops, climbs ladders, kneels and reaches overhead, above shoulders and horizontally to perform work and inspect work. Employee must possess the ability to lift, carry, push and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Employee primarily works in the centralized maintenance shop and occasionally in the field and is occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, equipment/vehicle vibration and fumes. Employee may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. Stress is an integral part of this job in dealing with people and meeting deadlines and workload requirements.