

JOB DESCRIPTION

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VEHICLE MECHANIC II

Class Code: 7915

TITLE: Vehicle Mechanic II Grade 17

REPORTS TO: Director of Transportation

SUPERVISES: N/A

JOB FUNCTION: Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment; perform body repairs, gas or diesel engine overhauls, transmission overhauls and electrical systems repairs as needed.

DUTIES AND RESPONSIBILITIES:

- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; tune engines including injectors and generators; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Perform major mechanical repairs; overhaul transmissions, differentials and universal joints; repair, adjust and line brakes; rebuild and replace air and hydraulic brake system components; perform front end alignment and repair.
- Perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform to established standards for passenger vehicles; complete related maintenance records.
- Inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Read and interpret schematics and diagrams; diagnose and repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Grind valves and perform welding; rebuild equipment as needed.
- Conduct periodical mechanical safety checks on buses as mandated by law; test vehicles for compliance with exhaust emissions standards.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Process work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Drive buses of varying sizes when driver shortage exists.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of gasoline and diesel-powered internal combustion engines.
- Methods, tools, equipment and materials used in diagnosis, repair and maintenance of motorized equipment.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.

ABILITY TO:

- Perform mechanical repair work on school buses, trucks and other gas and diesel powered automotive equipment.
- Analyze combustible engine failure by using electronic test equipment.
- Pass required certification, comprehension and aptitude exams.
- Diagnose and repair mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Make major and minor repairs.

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KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Maintain routine records.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Observe legal and defensive driving practices.

PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
 - Requires the ability to communicate effectively using speech, vision and hearing.
 - Requires the use of hands for simple grasping and fine manipulations.
 - Requires bending, squatting, crawling, climbing, reaching.
 - Requires the ability to lift, carry, push or pull heavy weights, up to 75 pounds
 - Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

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- High school diploma or G.E.D. Certificate and two years experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Commercial Class B driver's license; must have, or be able to obtain within six months, a Commercial Drivers License (CDL) with passenger and school bus endorsements.

Original Date: 01/1999
-Revision Date: 07/2011
Revision Date: 07/2012
Revision Date: 08/2015

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