

## JOB DESCRIPTION

### VEHICLE MECHANIC I

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Job Class Code: 7916

**TITLE:** Vehicle Mechanic I  
Grade 15

**REPORTS TO:** Vehicle Maintenance Supervisor

**SUPERVISES:** N/A

**JOB FUNCTION:** Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.

#### **DUTIES AND RESPONSIBILITIES:**

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- Perform basic 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 mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- 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.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- 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.):

- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete 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.

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#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Methods, tools, equipment and materials used in basic 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; including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- 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.

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- Lift heavy objects.
- 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 medium weights, up to 50 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 one year experience in general automotive repair

#### LICENSES AND OTHER REQUIREMENTS:

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

*Original Date: 01/1999*

*Revision Date: 07/2011*

*Revision Date: 07/2012*

*Revision Date: 11/2015*