



NEW: REVISED: Submitted:
 07/17/2019 07/16/2019
 10/07/2022 10/06/2022

JOB TITLE:	MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8369
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

This is an entry level mechanical position which responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records of assigned vehicles
 Processes work orders for parts used on vehicles
 Repairs heating, venting, air-conditioning, and electrical systems on all vehicles
 Diagnoses, repairs, or replaces all diesel internal combustion engines
 Repairs interior and/or exterior of vehicles as needed
 Repairs all frames (chassis), transmissions, axles, wheels, brakes, and clutch assemblies
 Repairs and/or replaces the power plant and maintains the engine lubrication system
 Repairs and/or replaces exhaust and fuel systems
 Assumes responsibility of proper use of tools, equipment and standard maintenance and safety inspection
 Performs other duties as assigned by supervisor
 Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulation. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Working knowledge of gas and diesel buses, truck, and cars
~~Ability to obtain at least one Automotive Service Excellence certification during the first year of employment~~
 Technical vocational training or commensurate work experience
 Ability to secure CDL when eligible (21 years of age)
 Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to obtain at least one Automotive Service Excellence certification during the first year of employment

Experience in a diverse workplace



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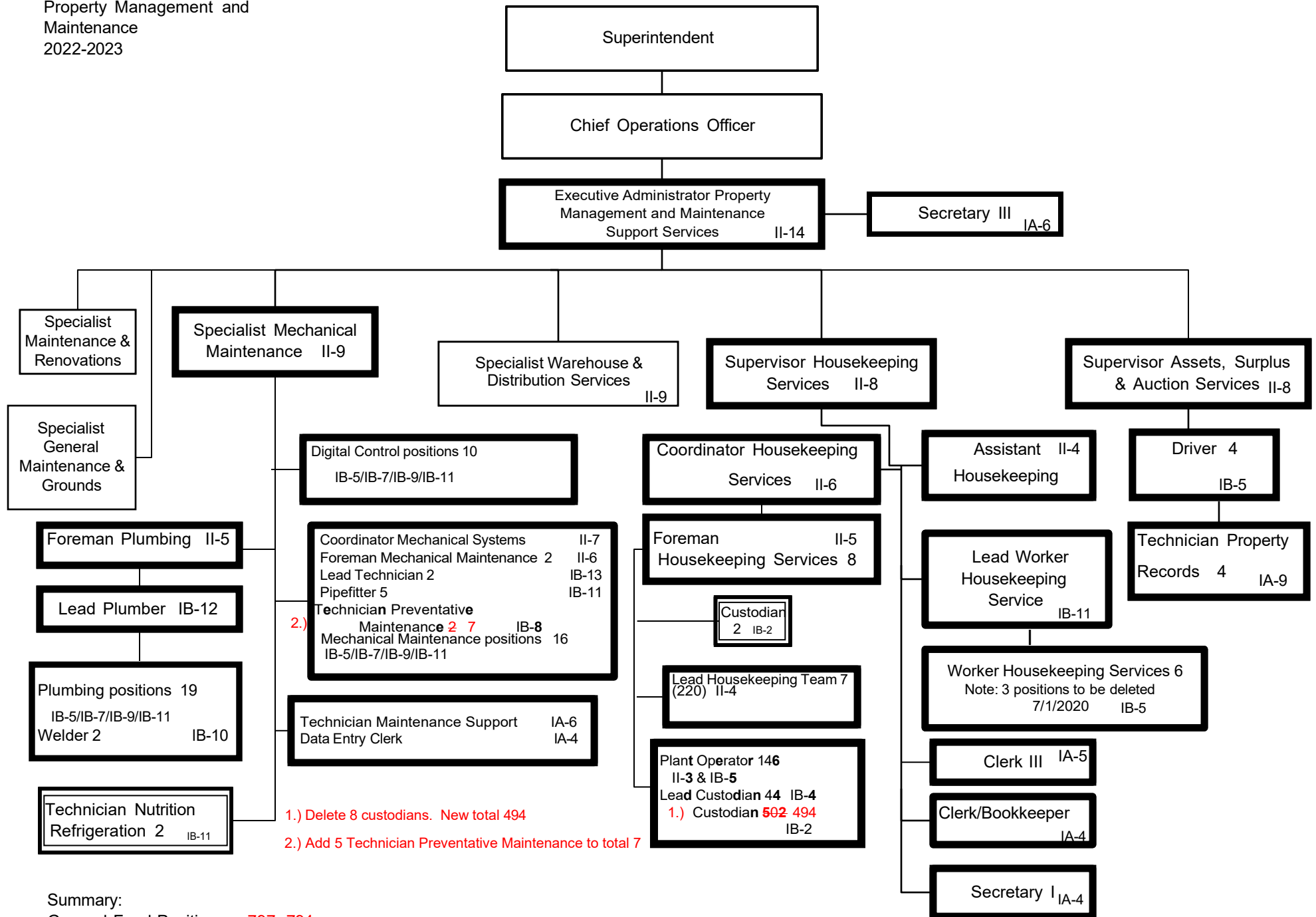
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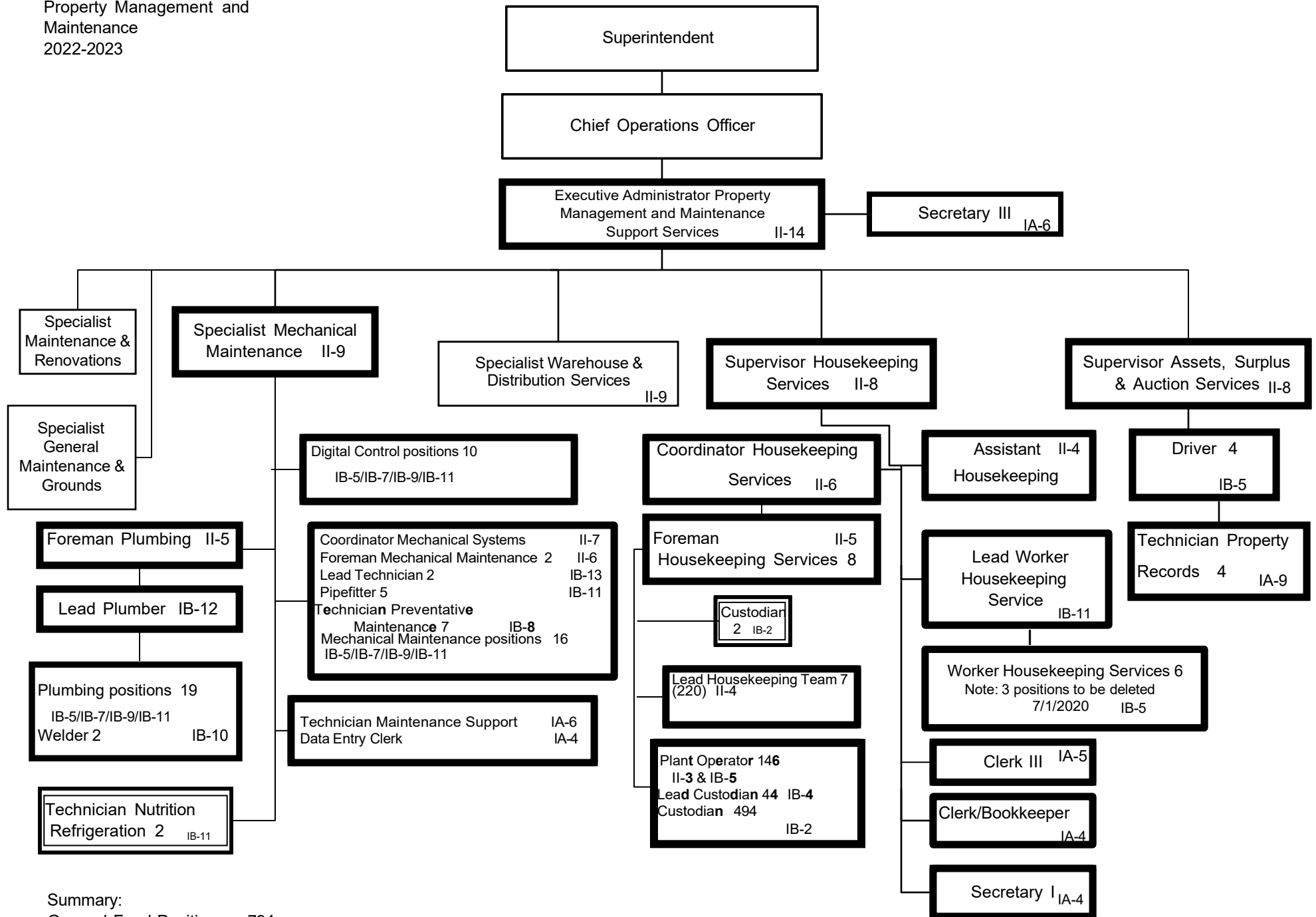
Experience in a diverse workplace



Summary:

General Fund Positions: ~~797~~ 794

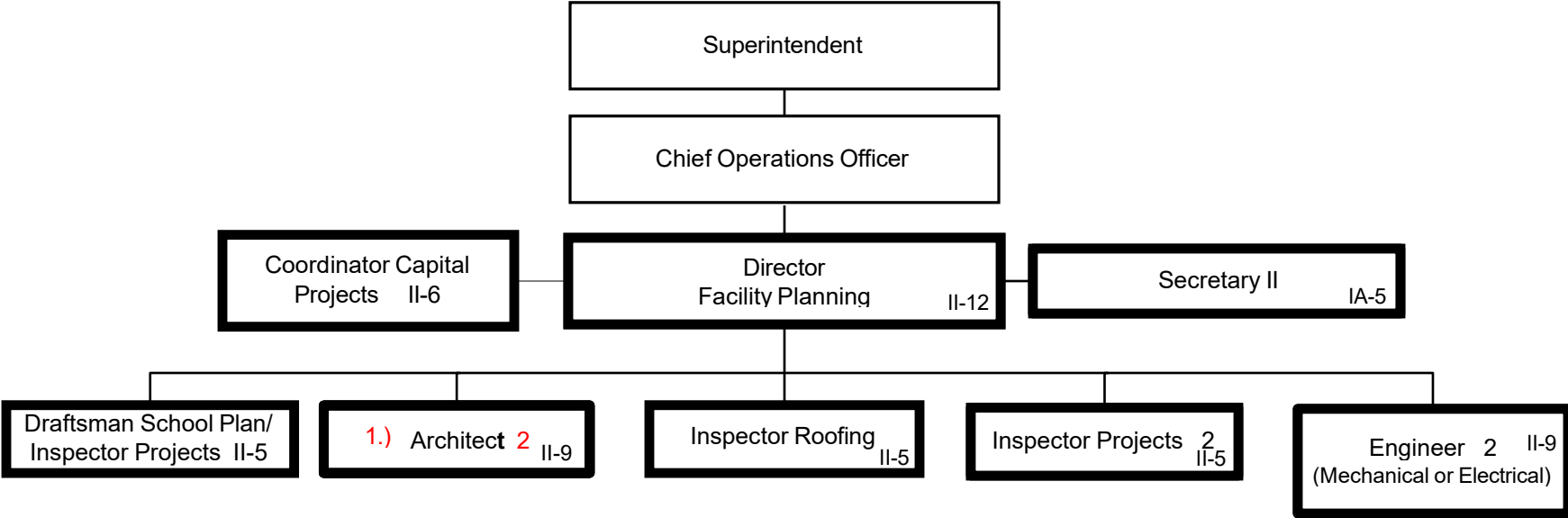
Categorical Fund Positions: 4



Summary:

General Fund Positions: 794

Categorical Fund Positions: 4

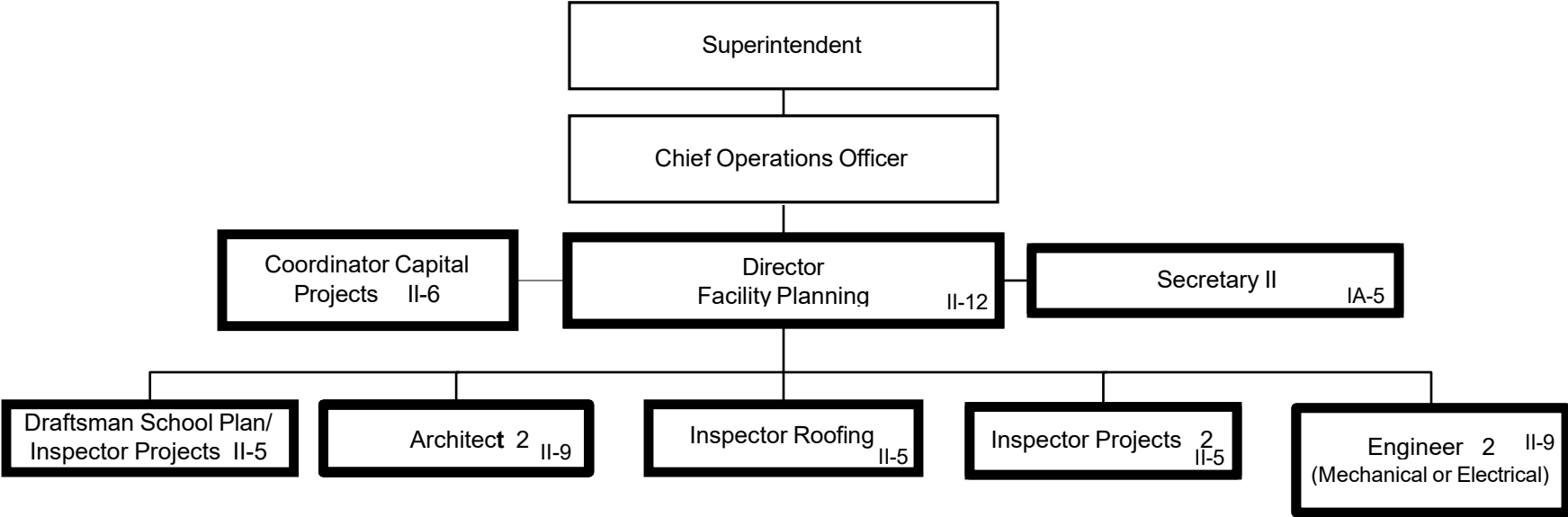


1.) Add 1 architect to total 2

Summary:

General Fund Positions: ~~10~~ 11
Categorical Fund Positions: 0

Submitted ~~05/24/2022~~ 10/06/2022
Effective 05/25/2022 10/07/2022



Summary:

General Fund Positions: 11
Categorical Fund Positions: 0

Submitted 10/06/2022
Effective 10/07/2022