

Vehicle Mechanic I

Classified Position - 7916

<u>Salary</u> Category 1 per Salary Schedule + increment for applicable certification(s)	<u>Days</u> 260	<u>Reports to:</u> Vehicle Maintenance Manager
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SCOPE OF RESPONSIBILITIES

Perform mechanical repair work including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment

DISTINGUISHING CHARACTERISTICS

- Maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
2. 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.
3. 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.
4. Repair mechanical defects in a variety of vehicles.
5. Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
6. Grind valves and perform welding; rebuild equipment as needed.
7. Repair and replace heating and ventilation systems on district vehicles; repair and maintain exhaust and fuel systems.
8. 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.
9. Respond to service calls and perform emergency repairs as needed.
10. Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
11. Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
12. Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
13. Maintain work area, equipment and tools in a safe, clean and orderly condition.
14. Maintain regular and predictable attendance
15. Adhere to the professional code of ethics
16. Successfully utilize technology as appropriate in job function
17. Perform other duties as assigned

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
- Diagnose and repair mechanical and electrical malfunctions and defects
- Operate shop equipment and tools including 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
- Lift heavy objects
- Observe legal and defensive driving practices
- Work as a team

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking				X
Sitting		X		
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch				X
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.		X		
Over 100 lbs.		X		

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Must begin process to obtain Commercial Driver's License (CDL) while in this position.

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