



NEW: REVISED; Submitted:
 10/16/2024 10/15/2024
 07/01/2024 06/25/2024

JOB TITLE:	MECHANIC PT (PART-TIME)
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8159
BARGAINING UNIT:	CLAE CLAT

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 manipulations. 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. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Working knowledge of gas and diesel buses, truck, and cars
- Technical vocational training or commensurate work experience
- Ability to secure CDL when eligible (21 years of age)

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

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



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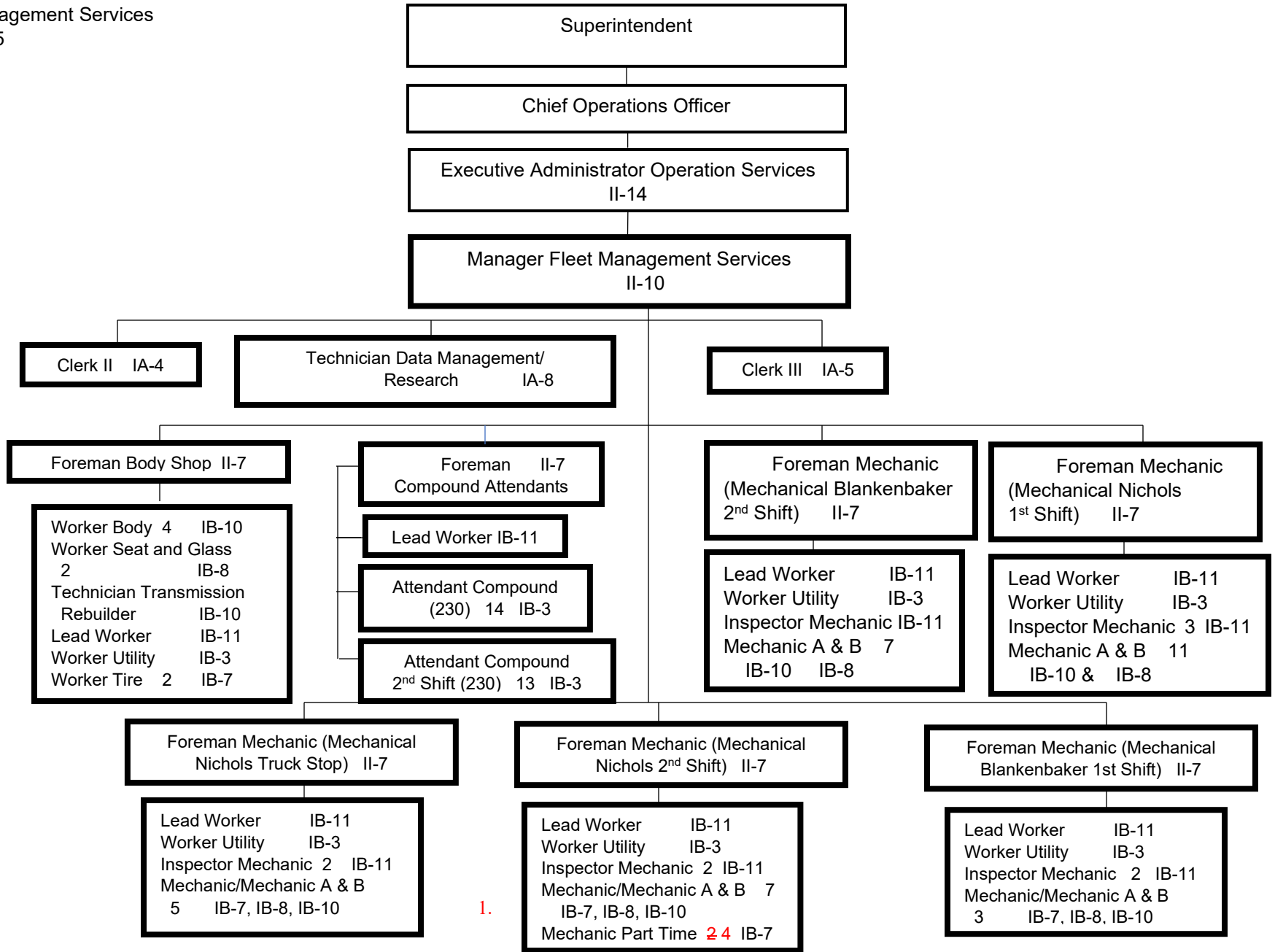
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Summary:

1. Add two Mechanic Part Time positions

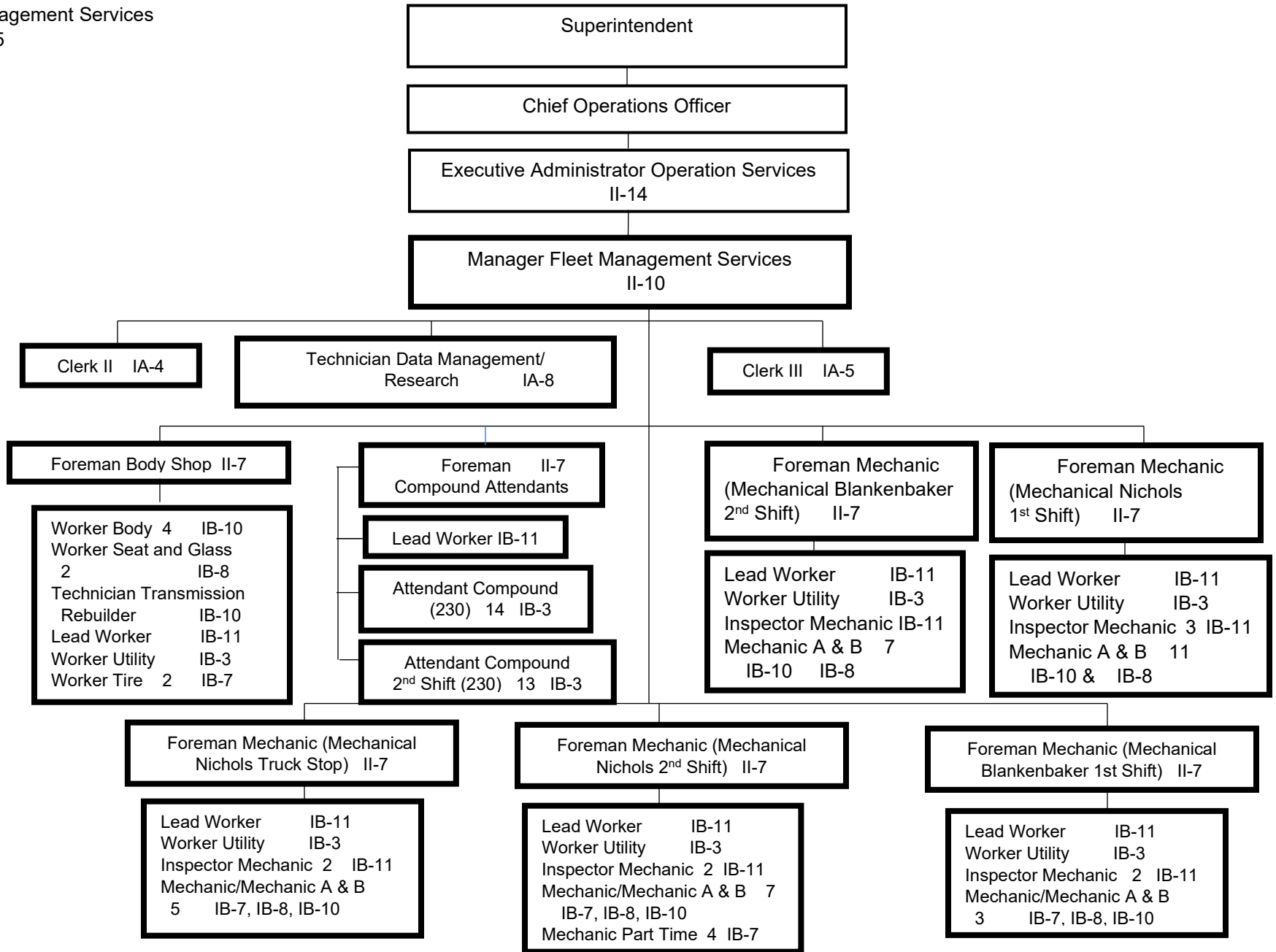
General Fund Positions: ~~407~~ 109

Categorical Fund Positions: 0

H-4

Submitted: ~~08/20/2024~~ 10/15/2024

Effective: ~~08/21/2024~~ 10/16/2024



Summary:

General Fund Positions: 109
 Categorical Fund Positions: 0