



PITTSBURG UNIFIED SCHOOL DISTRICT

EQUIPMENT REPAIR ASSISTANT

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the supervision, as directed by the Director of Maintenance, Operations, Transportation and Facilities and/or the assigned supervisor, assist with all the duties of an Equipment Repair Worker.

EXAMPLES OF DUTIES:

- Regularly services and greases vehicles
- Assists and inspects mechanical equipment and carries out a preventative maintenance program on buses and District vehicles
- Assists with diagnoses trouble and determines extent of necessary repairs
- Assists and makes repairs to gasoline and diesel powered equipment
- Relines and adjusts brakes
- Contacts parts dealers for supplies
- Keeps records of time and materials used and work performed
- Cleans and replaces filters
- Checks, fills, and repairs brake cylinders
- Changes and repairs tires
- Repairs upholstery
- Assist in compiling annual order of parts and supplies
- Maintains records as required
- Assumes responsibility for conservation of time and materials on the job
- Makes recommendations to supervisor for maintenance improvements
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge and Abilities:

- Basic principles and methods of vehicle inspection and servicing motorized vehicles
- Safe driving practices and safe work practices
- Understand and carry out oral and written direction and instructions
- Diagnose automotive and related mechanical equipment problems
- Demonstrate and maintain cooperative relationships with others

Education & Experience:

- High School Diploma or GED Equivalent.
- Minimum of two (2) years experience working on repair and maintenance of gas and diesel vehicles or general trades person

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MINIMUM REQUIREMENTS: (cont.)

Licenses:

- Valid California Vehicle Operators Class C License
- Must be able to qualify and acquire a Class B license with Medical and First Aid Certificate within the first six (6) months of employment

Physical:

- Stand, stoop, walk, climb, bend, twist, kneel, and crawl for extended periods
- Lift and carry sixty (60) pounds
- Adequate sight or corrected vision for the purpose of reading laws, codes, rules, board policies, specifications, and other printed matter

Salary: Range 38 on Classified Salary Schedule