

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**  
**JOB DESCRIPTION**

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**JOB TITLE:           AUTOMOTIVE MECHANIC**

**DEPARTMENT:    TRANSPORTATION**

**REPORTS TO:       DIRECTOR OF TRANSPORTATION**

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**DEFINITION:**

Under direction, to perform semiskilled tasks in the repair, overhaul and maintenance of buses, passenger vehicles, trucks and a variety of other gasoline and diesel powered motorized equipment; to inspect and service buses and other automotive equipment; to perform substitute bus driver service; and to do other related work as required.

**EXAMPLES OF DUTIES:**

Essential duties and responsibilities include the following:

- Inspects buses and transportation vehicles to ensure against mechanical defects, malfunctions and potential safety hazards.
- Lubricates buses, automotive and other power equipment, replaces defective lubrication fittings.
- Inspects batteries for water level and corrosion.
- Repairs and changes tires, and maintains the proper inflation level of tires.
- Drains and refills crankcases.
- Inspects and fills gearboxes with lubricants.
- Replaces light bulbs and fuses.
- Adjusts and repairs windows, seats and mirrors.
- Assists in disassembling, repairing and reassembling engines, transmissions and other major assemblies.
- Performs minor engine tune-up functions.
- Assists in the maintenance and repair of vehicle braking, steering, and electrical operating systems.
- Cleans and washes automotive equipment.
- Steam cleans engines.
- Maintains a record of the service and the preventative maintenance tasks accomplished.
- May road test equipment to ensure that malfunctions have been corrected.
- Keep shop clean and orderly.
- Performs service as a substitute school bus driver.
- Inspects and diagnoses mechanical defects on a variety of gasoline and diesel powered buses, trucks, automobiles, tractors and other motorized equipment.
- Reviews mechanical repair orders and determines priority work assignments.
- Observes, listens and diagnoses mechanical defects and malfunctions.
- Rebuilds, replaces or overhauls engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetion systems, electrical systems and other mechanical assemblies.

- Performs engine tune-ups and ignition system adjustments.
- Inspects, adjusts and relines brakes within specific guidelines.
- Uses a variety of hand tools, diagnostic equipment, welding equipment and a variety of mechanical aids in the repair, adjustment and maintenance of motorized equipment.
- Performs road tests and inspects buses and other automotive equipment to ensure that malfunctions have been corrected, and that the equipment is functioning properly.
- Estimates time and material costs concerning repair and maintenance functions.
- May utilize electric and gas welding equipment, lathes and drill presses in repairing and fabricating parts.
- Responds to emergency roadside service needs.
- Maintains a variety of files and records pertaining to motorized equipment repair, overhaul and maintenance.
- Occasionally performs substitute school bus driver services.
- May perform automotive painting and automotive body repair work.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **KNOWLEDGE OF:**

- Methods, materials, equipment and tools used in the inspection, servicing, maintenance and repair of buses and other automotive equipment;
- Safe working methods and procedures.
- Principles and theories of the internal combustion engine.
- Legal mandates, policies, regulations and guidelines pertaining to the repair, overhaul and maintenance of transportation and automotive equipment.

#### **ABILITY TO:**

- Diagnose and locate mechanical and electrical malfunctions and defects.
- Perform skilled gasoline and diesel automotive repair, overhaul and maintenance functions.
- Operate a variety of equipment utilized in the repair and maintenance of gasoline and diesel powered motorized vehicles and equipment.
- Interpret mechanical and electrical schematics and diagrams.
- Maintain simple records and prepare complete and concise reports.
- Effectively perform school bus driver functions.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

**ENVIRONMENT:**

- Work environment – indoors and outdoors
- Temperate – normal climate; occasional adverse weather conditions
- Chemical exposure – gasoline, diesel fuel, oil and solvents
- Fumes/Gases/Odors – frequent gasoline, diesel, oil and solvents, exhaust fumes

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**EXPERIENCE:**

Two years of experience as a journey level gasoline and diesel powered automotive mechanic.

**EDUCATION:**

Equivalent to completion of high school, supplemented by training or coursework gasoline and diesel powered motorized equipment repair, overhaul and maintenance.

**LICENSE REQUIREMENT:**

- Possession of a valid Class A or B, California Motor Vehicle Operator's License.
- Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a first aid examination (within six (6) months of employment).
- Brake Inspector Certification.