JOB TITLE:	MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8369
BARGAINING UNIT:	CLAE

REVISED: 07/17/2019

Submitted: 07/16/2019

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
Experience in a diverse workplace