



NEW: Submitted:  
10/07/2022 10/06/2022

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

#### 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  
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