

# JOB DESCRIPTION

## MECHANIC III

**WORK SCHEDULE:** 52 Weeks

**CIVIL SERVICE:** Classified

**JOB CLASSIFICATION:** MC-3

**SALARY SCHEDULE:** III; Code K

**RESPONSIBLE TO:** Director of Transportation/Lead Mechanic

**QUALIFICATIONS:**

1. Minimum of two years light and medium duty truck and automotive servicing equipment.
2. Working knowledge of air brake systems.
3. Ability to meet all school bus licensing requirements.
4. Mechanic supplies all basic hand tools.
5. Minimum age requirement – 18 years.
6. Must have good attendance record.

**ADDITIONAL DESIRED QUALIFICATIONS:**

1. Ability to obtain CDL license with school bus and passenger endorsements by end of probation period.
2. A complete physical examination yearly.
3. Previous experience working with State Highway Patrol on bus inspections.
4. Gas and electric welding experience preferred.

**MAJOR FUNCTION:**

Under general supervision of the Director of Transportation and direct supervision of the Lead Mechanic, to perform maintenance and repair work of average complexity on school buses and other Board-owned vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Diagnose malfunctions and take necessary corrective action.
2. Replace, adjust or make general repairs to: engines, timing gears, ignitions, brakes (including air brakes),

clutches, bearings, differentials, magnetos, carburetors, starters and generators, fuel injection, throttle body, all phases of diesel engine repairs (pumps, injectors, timing, etc.).

3. Make minor repairs to bodies, fenders, re-work metal and painting.
4. Use a wide variety of standard instruments, checking devices and computerized diagnostic equipment.
5. Maintain a record of work performed.
6. Perform other related duties as might be assigned.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*