

MILPITAS UNIFIED SCHOOL DISTRICT

---

<b>TITLE:</b>	<b>MECHANIC - HEAD</b>	<b>REPORTS TO:</b> Director-Maintenance/Operations/ Transportation	
<b>DEPARTMENT:</b>	Maintenance/Operations	<b>CLASSIFICATION:</b>	Classified
<b>WORK YEAR:</b>	12 Months	<b>SALARY:</b>	RANGE 33

---

**BASIC FUNCTION:**

Diagnoses and performs skilled mechanical repairs on large and small gasoline and diesel powered school buses, trucks and other District vehicles.

**ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:**

Diagnoses mechanical, electrical and safety defects on gasoline and diesel powered school buses and trucks, automobiles and similar mechanical equipment.**E**

Makes necessary repairs alone or with an assistant.**E**

Orders parts and maintains certain parts in inventory.**E**

Inspects district mechanical equipment and vehicles and carries out a preventative maintenance program.**E**

Makes major and minor engine overhauls, adjusts and repairs transmissions, adjusts tune-up ignition system and carburetors.**E**

Relines and adjusts brakes and repairs electrical and safety systems on buses and district vehicles.**E**

Determines needs and replaces all engine parts such as pumps, alternators, hoses, spark plugs, belts, wiring and other parts.**E**

Uses contract services for boiling out radiators, carburetors and similar equipment.**E**

Does welding as required.**E**

Repairs air brakes.**E**

Maintains log of repair work completed.**E**

Maintains basic inventory and other records.**E**

Supervises, coordinates and trains an assistant.**E**

Orders parts, maintains parts and full inventory.

Performs related duties as required.

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

**ENTRANCE QUALIFICATIONS:**

Any combination equivalent to: Graduation from high school, preferably having completed the high school course in auto mechanics; AND skilled journeyman auto mechanic with completion of apprenticeship training AND three (3) years of recent experience in an automotive repair shop. Completion of two years training at a trade school in auto shop may substitute for one year of the required and recent experience. Ability to pass the District Proficiency Examination at the level appropriate to the job classification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper diagnosing and repair of buses, diesel and gasoline powered trucks, tractors and other district vehicles.  
Required safety devices on school buses and other vehicles and their proper repair.  
Proper parts and procedures in overhauling motors, transmissions, differentials and clutches.  
Proper testing of equipment to use on overhauling and electrical repairs.  
Proper procedures for repairing ignitions, electrical systems, carburetors and air, hydraulic and mechanical brake systems.  
Proper and safe procedures for electrical and acetylene welding.  
Requisitioning parts, supplies and equipment.  
Proper procedures for preventative maintenance on buses and vehicles.  
Proper reading and interpretation of technical materials and diagrams of various types.  
Correct usage of English, grammar, spelling.  
Inventory record keeping.  
Coordination and training of an assistant.  
Proper receipting for parts and materials used.  
Principles of staff and public relations.  
School district organization and objectives.

**ABILITY TO:**

Perform skilled, journeyman repairs to buses, trucks, tractors and other vehicles in an efficient manner.  
Perform preventative maintenance on buses and other vehicles.  
Perform safety repairs on buses and vehicles.  
Overhaul motors, transmissions, differentials and similar equipment on both gasoline and diesel powered buses.  
Overhaul air, hydraulic and mechanical braking systems.  
Tune-up engines properly.  
Maintain cooperative working relationships with those contacted during the performance of required duties.  
Maintain logs and basic records.  
Order proper parts and accessory equipment.  
Lubricate, service and maintain all buses and vehicles assigned.  
Cooperate with Highway Patrol inspectors

**WORKING CONDITIONS:**

**ENVIRONMENT:**

*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.*

**WORKING CONDITIONS (continued):**

**PHYSICAL ABILITIES:**

*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.*

Vision (which may be corrected) to read small print; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; mobility to stand, stoop, reach and bend; stand for long periods; walk long distances; frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

**HAZARDS:**

Wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus; work around loud noise; work around moving mechanical parts; work around electrical current.

**LICENSES:**

Possess and maintain a valid California Motor Vehicle Operator's license.  
Class B School Bus Driver's License.  
Proof of journeyman level qualifications.

*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 related duties are performed by the individuals currently holding this position and additional duties may be assigned.*