



## **Job Description Equipment Mechanic**

**Job Type/Classification:** Equipment Mechanic AFSCME

**Compensation:** Equipment Mechanic column of Maintenance Salary Schedule

**Reports to:** Department Manager or designee

### **Position Summary:**

Under limited supervision, the Equipment Mechanic performs journeyman level work in the repair and maintenance of San José Unified vehicles and equipment.

### **Essential Duties and Responsibilities:**

- Independently diagnoses, repairs, troubleshoots, and maintains San José Unified vehicles and equipment
- Performs routine preventative maintenance and repairs, which may include welding, upholstery repairs, light fabrication or body repairs
- Drives and operates San José Unified vehicles and equipment as needed
- Performs required vehicle inspections and records clear, accurate documentation
- Works from diagrams, manuals, and diagnostic flow charts to diagnose and repair vehicles
- Performs emergency fields repairs or maintenance as needed
- Responsible for accurate record keeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

### **Qualifications:**

#### Education and Experience:

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- 5 years of experience as a journeyman mechanic preferred
- Experience with repair and maintenance of school buses and garden equipment preferred
- Experience with Cummins and Ford engines and systems preferred
- A clean driving record

#### Licenses and/or Certifications:

- California Class B California Driver's license with passenger and air brake endorsements
- Commercial Medical Certificate
- CCDET, Air Brake Inspector, ASE Automotive, ASE Medium/Heavy Truck, ASE School Bus, BIT Inspection, and Forklift certifications preferred
- Air Conditioning Recovery and Recycle License preferred

#### Knowledge, Skills and Abilities

- Knowledge of tools, materials, and standard practices of the automotive industry and equipment repair
- Knowledge of the principles of gasoline and diesel engines
- Knowledge of various braking systems, including air, hydraulic, and electric

- Knowledge of electric motors and power systems
- Knowledge of safe working practices for hazardous materials and waste
- Skilled in using electric arc and gas welding equipment
- Ability to perform skilled journeyman level repair work to all vehicle systems
- Ability to read and write in English
- Ability to efficiently use San José Unified technology and applications

**Terms of Employment:**

- As outlined in the Collective Bargaining Agreement

**Physical Demands and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl, climb stairs and/or moving the feet to operate foot controls. The employee must regularly lift and move up to 50 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever practical. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

**Board Approved:**



## **Job Description** **Lead Equipment Mechanic**

**Job Type/Classification:** Lead Equipment Mechanic AFSCME

**Compensation:** Lead Equipment Mechanic column of Maintenance Salary Schedule

**Reports to:** Department Manager or designee

### **Position Summary:**

The Lead Equipment Mechanic oversees the repair and maintenance of San José Unified's fleet and equipment.

### **Essential Duties and Responsibilities:**

- Independently diagnoses, repairs, troubleshoots, and maintains San José Unified vehicles and equipment
- Develops and implements a preventative maintenance program for San José Unified vehicles and equipment as needed
- Assigns and inspects work of Equipment Mechanics
- Performs, schedules, and facilitates required inspections, including those by the California Highway Patrol
- Drives and operates San José Unified vehicles and equipment as needed
- Works from diagrams, manuals, and diagnostic flow charts to diagnose and repair vehicles
- Performs emergency field repairs or maintenance as needed
- Assists in budget preparations related to fleet maintenance and repair
- Responsible for accurate record keeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

### **Qualifications:**

#### Education and Experience:

- Completion of 12<sup>th</sup> grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- 10 years of experience as a journeyman mechanic preferred
- Experience with repair and maintenance of school buses and garden equipment preferred
- Experience with Cummins engines and Ford engines and systems
- A clean driving record

#### Licenses and/or Certifications:

- California Class B California Driver's license with passenger and air brake endorsements
- Commercial Medical Certificate
- Air Brake Inspector and BIT Inspection certifications required
- Air Conditioning Recovery and Recycle License required
- CCDET, ASE Automotive, ASE Medium/Heavy Truck, ASE School Bus, and Forklift certifications preferred

#### Knowledge, Skills and Abilities

- Knowledge of tools, materials, and standard practices of the automotive industry and equipment repair
- Knowledge of the principles of gasoline and diesel engines

- Knowledge of various braking systems, including air, hydraulic, and electric
- Knowledge of electric motors and power systems
- Knowledge of safe working practices for hazardous materials and waste
- Skilled in using electric arc and gas welding equipment
- Ability to perform skilled journeyman level repair work to all vehicle systems
- Knowledge of laws and regulations governing school buses and equipment requirements as regulated by the Department of California Highway Patrol
- Knowledge of budgets
- Strong organization skills and the ability to effectively prioritize, manage timelines, and meet time-related goals
- Ability to communicate effectively, with tact, patience, and courtesy, and maintain positive professional relationships with others
- Ability to train and coach others, and serve as a positive role model
- Ability to read and write in English
- Ability to efficiently use San José Unified technology and applications

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#### **Board Approved:**