



David Douglas School District #40

Classified Job Description

MECHANIC I

Schedule: 8 hours per day
Class: 18

POSITION PURPOSE

Performs skilled mechanical evaluations and repairs to ensure district vehicles are operating at optimum performance and safety standards.

NATURE AND SCOPE OF RESPONSIBILITIES

- Diagnoses mechanical, electrical, and engine vehicle malfunctions (e.g. using computers, analyzers, etc), makes appropriate repairs, including disassembling and assembling engines and other operating parts of vehicles
- Inspects vehicles (e.g. brake systems, oil levels, coolant, tire pressure, wiper blades, fan belts, battery connections, ignition circuits, heaters, wiring, indicator lights, and exterior and interior condition, etc) for the purpose of ensuring that vehicles are in safe operating condition and completes preventative maintenance for all district vehicles
- Repairs and services district vehicles according to required specifications; repairs vehicle systems and components such as tuning motors, testing compression, adjusting clutches and brakes, changing and charging batteries
- Ensures that all work performed in the shop facility or in the field is completed on schedule, in an efficient manner, and is of high quality
- Performs minor body work (e.g. front ends, fenders, upholstery, etc) for the purpose of maintaining the appearance and safe operation of the vehicles
- Prepares and maintains records related to repair, parts and labor costs, inventory, state inspections, and work orders Prepare related reports
- Road tests vehicles
- Serves as a back-up CDL school bus driver when needed and when substitute drivers are not available
- Perform other duties, as assigned by supervisor

QUALIFICATIONS

- High School diploma or equivalent
- A valid Oregon driver's license, good driving record, and evidence of insurability must be maintained 21 years of age or older
- Two years of journey-level major vehicle and equipment repair experience preferred.
- Must be able to obtain and maintain the Oregon State Department of Education bus inspection certification
- Ability to obtain and maintain a Master School Bus automotive Service Excellence (ASE) rating preferred.
- Possession of, or ability to obtain and maintain, a valid Class B Oregon Commercial driver's license with applicable ODE endorsements for school bus drivers
- Ability to read and apply technical and mechanical diagrams, schematics and repair manuals
- Knowledge of gasoline, propane, diesel engines, electrical circuitry, hydraulics and air bank systems
- Knowledge of standard practices, methods, tools and equipment of the trade
- Knowledge of regulations, hazards, and safety precautions relating to the trade
- Intermediate technological skills required providing the ability to enter, revise, organize and retrieve information from computer systems; will use computerized work order system, diagnostic systems, e-mail on a daily basis
- Knowledge of standard practices, methods, tools and equipment of the trade
- Knowledge of regulations, hazards, and safety precautions relating to the trade
- Liquefied Petroleum Gas License may be required

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- Must possess and maintain a valid first aid card or be able to obtain within 6 months of hire
- Ability to work harmoniously with others and communicate effectively and appropriately, both verbally and in writing, with supervisor, district staff, students, parents and vendors
- Self-starter with proven analytical and problem-solving skills
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent attendance, work ethic and pride in job performance essential
- Ability to perform the record keeping requirements related to the assignment

ESSENTIAL PHYSICAL REQUIREMENTS

Extensive degree of physical stamina: must be able to lift and manipulate heavy tires, equipment and automotive parts. Frequent and prolonged standing, bending, stretching, and crawling. Ability to move freely around the shop and in the field. Must be able to climb on bus or ladder to repair lights and wiper blades on vehicles. Eye-hand coordination required in carrying, positioning, grasping, and operating a variety of hand and power tools. Must read gauges and instruments, interpret readings, locate and adjust color coded wiring. Ability to perform duties in outdoor weather conditions. Ability to work around chemicals, dirt, dust, smoke, fumes, and paint. Must be able to drive a school bus on a variety of routes and under varying weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.