



David Douglas School District #40

Classified Job Description

JOURNEYMAN MECHANIC

Schedule: 8 hours per day / 12 months per year / 260 days per year
Class : Journeyman Mechanic pay scale

POSITION PURPOSE

Performs skilled mechanical evaluations and repairs to ensure district vehicles are operating at optimum performance and safety standards. The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying additional job-related tasks to be completed when time permits. These duties are a representative example of position expectations. Actual duties assigned may vary and change depending on the business needs of the department and the organization.

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.
- Completes preventative maintenance inspections and repairs including inspecting and monitoring 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 in compliance with Oregon Department of Education (ODE) regulations.
- 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, repairing onboard video camera systems and air conditioning systems.
- 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) and fabrication for the purpose of maintaining the appearance and safe operation of the vehicles including fabrication.
- Prepares and maintains records and reports related to repair, parts and labor costs, inventory, state inspections, and work orders.
- Ensures the shop is clean and organized, orders and maintains inventory of parts and shop tools.
- Road tests vehicles.
- May serve as lead worker by training, assigning and reviewing work of other staff in absence of and at the direction of the Transportation Shop Supervisor.
- Serves as a back-up CDL school bus driver when needed.
- Performs other duties, as assigned by Supervisor.

QUALIFICATIONS

- High School diploma or equivalent
- Valid driver's license, good driving record, and evidence of insurability required and must be maintained
- 21 years of age or older
- Four years of journey-level major vehicle and equipment repair experience preferred, two years of journey-level major vehicle and equipment repair experience required.
- Must be able to obtain and maintain the Oregon State Department of Education bus inspection certification
- Possession of a Master School Bus automotive Service Excellence (ASE) school bus certification required and must be maintained and Section 609 technician certificate required and must be maintained.
- 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
- Basic welding skills (mig, arc, oxy/acetylene torch), measuring skills, and knowledge of fabrication methods
- Must possess and maintain a valid first aid card

- Ability to read and apply technical and mechanical diagrams, schematics and repair manuals
- Knowledge of gasoline, propane, diesel engines, electrical circuitry, hydraulics and air brake systems
- Knowledge of standard practices, methods, tools and equipment of the trade
- Knowledge of district, federal, and state laws, rules, and regulations, as well as 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
- Liquefied Petroleum Gas License may be required
- Ability to work harmoniously with others with the demonstrated ability to establish and maintain collaborative working relationships across teams, functions and layers with district staff and the general public and to contribute to a successful work group and foster a team-oriented culture through positive interactions, active listening, meaningful collaborations, and the constructive exchange of ideas designed to meet or exceed the organization's strategic goals
- Ability to communicate appropriately and effectively, both verbally and in writing, in a professional, respectful, and courteous manner with all students, parents and staff with a focus on customer service
- Ability to perform the record keeping requirements related to the assignment
- Self-starter with proven analytical, organizational, and problem-solving skills using well-reasoned decision making with a high attention to detail in actual work product, organization, planning, work flow, and project prioritization to ensure tasks are completed efficiently and accurately
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, collaborative, and collegial working relationships with clients, employees, contractors, vendors, and others with whom we may work.
- Strong conflict resolutions skills and demonstrated ability and competency to work with a diverse population of clients, vendors and co-workers of all ages.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines
- Excellent attendance, work ethic and pride in job performance essential

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.