



## VEHICLE EQUIPMENT MECHANIC I

District of Scholars, Achievers, Champions

Revision Date: 04/14/10

### BRIEF DESCRIPTION OF POSITION:

Under the direction of the Transportation Supervisor, maintains repairs, and services District vehicles and equipment including gasoline powered and small engine equipment; inspects, maintains, and repairs buses and other diesel equipment as assigned.

### DISTINGUISHING CHARACTERISTICS:

The Vehicle and Equipment Mechanic I—performs skilled duties in the maintenance and repair of gasoline powered and small engine equipment and inspects, maintains and repairs buses and other diesel powered equipment as assigned.

### STATEMENT OF TYPICAL DUTIES:

- a. Diagnoses, repairs, and maintains District vehicles and gasoline powered and small engine equipment including trucks, cars, forklifts, tractors, lawn mowers, and edgers. **E**
- b. Overhauls, repairs, and adjusts engines; performs major and minor tune-ups; lubricates and services vehicles; relines and adjusts brakes and aligns wheels. **E**
- c. Removes, repairs, and replaces engines, transmissions, brakes and clutches; overhauls, reconditions, and adjusts ignition, transmission, electrical, fuel system, cooling, and carburetor systems. **E**
- d. Repairs or replaces generators, water pumps, fan belts, electrical systems, wheel bearings, fuel pumps, and other parts and components, as necessary and installs axles. **E**
- e. Performs welding and minor body work on vehicles, as necessary; paints automobiles and buses. **D**
- f. Operates a variety of tools and power equipment used in the repair and maintenance of vehicles and equipment; maintains tools and equipment in a clean and proper working condition. **E**
- g. Maintains shop area in clean and orderly condition; orders parts and supplies as needed. **E**
- h. Inspects, maintains, repairs, and services District buses and other diesel powered equipment, as assigned; assures compliance with State safety regulations concerning **E**
- i. Maintains routine records related to work orders and vehicle and equipment maintenance, servicing, and inspections. **E**
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

### KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, equipment and materials used in the maintenance and repair of vehicles and equipment.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety practices and procedures.
- Applicable sections of the California Vehicle Code.

Ability to:

- Perform skilled work in the maintenance and repair of vehicles and gasoline and diesel powered small engine equipment.
- Operate a variety of tools and power equipment utilized in vehicle and equipment maintenance safely and efficiently.
- Maintain tools and equipment in clean and proper working condition.
- Inspect vehicles and equipment and diagnose repair needs.
- Understand and follow verbal and written directions.
- Lift objects weighing up to 50 pounds.
- Maintain routine records.
- Establish and maintain cooperative and effective working relationships with others.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of skilled experience in vehicle and equipment repair and maintenance.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Shop environment; subject to lifting, climbing and exposure to noise and fumes.  
Work at various school sites.