



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Vehicle and Equipment Mechanic	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Transportation Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 53

BASIC FUNCTION:

Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small vehicles and maintenance equipment including gasoline and diesel vehicles.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small vehicles and maintenance equipment including gasoline, diesel and compressed natural gas (CNG) vehicles
- Evaluate maintenance, servicing and repair needs; inspect and diagnose mechanical malfunctions
- Perform required and routine preventative maintenance and safety checks and inspections of District school buses and a variety of other fleet vehicles and equipment; initiate and complete repair order and vehicle inspection reports; prepare vehicles for smog inspections
- Inspect, diagnose and repair a variety of major components, such as engines, transmissions, brakes, emissions systems and electronic computer modules, of heavy duty vehicles, including onboard electronics, utilizing industry standard software and hardware
- Communicate verbally and in writing with vehicle operators, operations staff and CHP Motor Carrier Division regarding vehicle records and documentation; the mechanical condition of buses; the repair of defects and vehicle maintenance schedules
- Comply with all federal and state rules and regulations including but not limited to Federal Motor Vehicle Safety Standards (FMVSS) related to construction, design and repair of school buses and also California Code of Regulations rules and regulations related to school bus maintenance and repair, and facility or terminal requirements
- Adjust and reline brakes; maintain, rebuild and replace air and hydraulic brake system components
- Change oil, transmission, brake and other fluids according to prescribed procedures; assure compliance with laws, rules and regulations regarding the disposal of hazardous waste

- Overhaul, repair and adjust automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases and rear ends
- Diagnose, repair and rebuild engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems
- Repair and maintain vehicle air conditioning units and related components; charge and recharge air conditioning systems
- Maintain shop area, equipment and tools in a safe, clean and orderly condition
- Utilize best practices of inventory accountability and control
- Safely operate a variety of fleet vehicles and specialized electronic diagnosis equipment and machinery including computers
- Assist school bus drivers with cleaning school buses as necessary and deliver school buses and other vehicles as assigned; refuel and prepare vehicles for operation and inspect tires
- Drive a vehicle to respond to calls for disabled vehicles
- Maintain current knowledge of technologies related to vehicles including the software systems required to diagnose and repair vehicles
- Perform welding as needed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles and maintenance equipment

Operation, theory and principles of assigned activities

Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment

Diagnostic procedures for vehicles and equipment

Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles

Shop math applicable to vehicle maintenance

Health and safety regulations

Basic computer operation

ABILITY TO:

Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines

Diagnose and repair mechanical, electrical and computerized malfunctions

Operate specialized equipment used in repairing or servicing of vehicles

Read and apply technical and mechanical diagrams, schematics and repair manuals

Analyze situations accurately and adopt an effective course of action

Maintain records related to safety, preventive maintenance and work performed

Understand and follow oral and written directions

Work cooperatively with others
Observe legal and defensive driving practices
Observe health and safety regulations
Operate a computer terminal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in the repair and maintenance of gas and diesel powered equipment/vehicles and three years of journey-level automotive or diesel maintenance and repair experience

LICENSES AND OTHER REQUIREMENTS:

Valid and current California Class A or B Commercial Driver License with appropriate passenger and air brake endorsements OR the ability to obtain the same within the 6 month probationary period
Valid Medical Examiner's Certificate
Good DMV driving record and ability to maintain insurability under the District's vehicle insurance policy
Incumbents in this classification are subject to federal drug and alcohol testing requirements

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment
Driving a vehicle to conduct work
Regular exposure to fumes, dust and odors
Indoor and outdoor work environment

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling objects typically weighing 50 – 100 pounds
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally
Dexterity of hands and fingers to operate power tools and equipment
Seeing to observe and perform repairs
Hearing and speaking to exchange information

HAZARDS:

Exposure to chemical fumes and vapors such as gasoline and diesel fuel
Working in a cramped or restrictive work chamber
Working around or with machinery having moving parts
Hazardous materials