

MECHANIC ASSISTANT

JOB SUMMARY	Under direction, perform skilled maintenance, servicing, and repair work on all District vehicles, including school buses.
TYPICAL DUTIES	Inspect, maintain, and repair a variety of gas and/or diesel-powered school buses and related equipment. Maintain repair and service records on each vehicle. Keep mileage records for each vehicle per week. Inspect all vehicles on a regular basis. May assist in making emergency road repair as required. Assist in major repair or overhaul major units including brake systems, transmissions, differentials, etc. Pick up parts from vendors as required. Operate and maintain the engine steam cleaner. Change engine parts and other power train components as directed. Assist in relining brakes, replacing seals, etc. Replace or repair body parts. Repair seats, replace windows, and change wheels as may be required. Make regular tire inspections. Maintain a clean work area. May assist in providing working direction to part-time helpers. Operate equipment on the open road to analyze motor troubles. Perform other related duties as assigned.
JOB REQUIREMENTS	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years experience as an automotive mechanic, preferably including work with gas and diesel engines. After receiving specialized training, demonstrate competence in safety maintenance of school buses. Must supply own hand tools. Must obtain a class B-P California driver's license to road test vehicles as well as drive buses to and from repair site, within the probationary period.
Knowledge of:	Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of gasoline and diesel-powered school buses and other vehicles. Methods used in a program of preventative maintenance for school buses; operation of diagnostic maintenance and repair tools and equipment; record-keeping techniques.
Ability to:	Understand, follow, and apply oral and written instructions. Use specialized tools and equipment in performing vehicle maintenance, servicing, and repair, including school buses. Establish and maintain accurate records. Work cooperatively and effectively with others. Perform heavy manual labor.
LICENSE	Must possess a valid class B-P California driver's license within the probationary period.
PHYSICAL ABILITY	<p>While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.</p> <p>The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100</p>

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING
CONDITIONS**

Work is usually performed in an automotive repair shop environment and may be exposed to exhaust fumes.