

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY

**VACANCY ANNOUNCEMENT
IN-HOUSE RECRUITMENT ONLY**

POSITION: Temporary Summer Mechanic 1A from June 18, 2024, to July 31, 2024.
Shift/ Number TBD

CLASS DEFINITION: Under direction of the Fleet Manager, maintain and service any Agency equipment. Assist or perform repairs, overhauls, tune-ups, wheel balancing, welding, body work and painting.

EXAMPLES OF DUTIES: As assigned, do a variety of functions related to a fleet shop operation, such as routine service work. Assist Mechanic II and Mechanic III in skilled mechanical repair; perform unassisted medium difficulty types of repairs; major tire work, wheel balancing, major seat work, window repair or replacement; repair of: flooring, doors and controls, mirrors, heater and defroster motors, heater core, wipers, lights, lenses, switches, belts, cooling system, speedometer and tachometer, radios, and miscellaneous electrical repairs, excluding air conditioning; perform preventative maintenance inspections as required by the Agency.

DESIRABLE QUALIFICATIONS:

Experience:	One year experience in service or mechanical work in heavy duty garage.
Education:	Completion of 12th grade or equivalent.
Knowledge of:	Tools, equipment and methods used in a fleet service garage. Knowledge of keeping maintenance forms and records.
Ability to:	Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
License:	Valid California Motor Vehicle Operator's License (Class 2) and Class B.
Supervision Over:	None
Supervision From:	Fleet Manager
Salary:	M-6 \$25.15-\$30.56 per hour

Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator, no later than 4:00 p.m., Tuesday, June 11, 2024.

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"

Antelope Valley Schools Transportation Agency

TITLE: Mechanic II

PRIMARY PURPOSE:

Under supervision of Fleet Manager and/or Lead Mechanic participate in the repair, maintenance and service of buses, Agency vehicles, and all other transportation equipment.

DESIRABLE QUALIFICATIONS:

1. Completion of 12th grade or equivalent, supplemented by training or course-work in diesel and gasoline powered engine repair and maintenance.
2. Two years experience as a servicer or one year as a Mechanic IA, completion of a certified automotive program, or two years experience as a mechanic in an automotive/diesel repair facility.
3. Knowledge of tools, equipment and methods used in the overhaul, maintenance, repair, and adjustment of all motor vehicles
4. Knowledge of CALOSHA safety regulations, standards, and procedures.
5. Ability to plan and organize work and see that the work is executed effectively and in a timely manner.
6. Ability to prepare records and reports as they pertain to equipment and vehicle repair and maintenance, and inventory.
7. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
8. Must be able to qualify to acquire a California Class B Operator's License.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures. Work extended periods of time standing. Must be able to lift heavy equipment, tools, and parts.

REPORTS TO: Fleet Manager

SUPERVISES: None

TERMS OF EMPLOYMENT: 12 month

WAGE/HOUR STATUS: M- 7/M-16 N

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist in the repair, overhaul, and maintenance of all Agency vehicles and other power equipment including repairs to and work on tires, seats, vehicle flooring, gauges, and electrical systems.
2. Operate all equipment and machinery used in the repair of Agency vehicle fleet: boring bar, brake grinding machine, wheel balancer, electrical testing equipment, engine diagnostic equipment, welding machines.
3. Assist MECHANIC III in skilled mechanical repair.
4. Assist in the maintenance of all shop equipment.
5. Maintain a safe and clean work environment.
6. Prepare and submit appropriate reports of parts used for repair and preventive maintenance work performed on each vehicle.
7. Perform preventive maintenance inspections as required by the Agency.
8. Assist with the performance of road repairs as needed.

9. Maintain accurate records of materials and supplies used.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Antelope Valley Schools Transportation Agency

TITLE: Mechanic III

PRIMARY PURPOSE:

Under supervision of Fleet Manager, repair, maintain, and service of buses, Agency vehicles, and all other transportation equipment.

DESIRABLE QUALIFICATIONS:

1. Completion of 12th grade or equivalent, supplemented by training or course-work in diesel and gasoline powered engine repair and maintenance.
2. A minimum of three years experience as a Mechanic I or Mechanic II; or four years experience in a qualified garage or shop as a general automotive mechanic familiar with all phases of both light and heavy duty vehicle repair and maintenance.
3. Knowledge of tools, equipment and methods used in the overhaul, maintenance, repair, and adjustment of all motor vehicles
4. Knowledge of maintaining maintenance forms and records.
5. Knowledge of CALOSHA safety regulations, standards, and procedures.
6. Ability to supervise others, plan and organize their work, and see that the work is executed in an effective and timely manner.
7. Ability to develop and maintain cooperative working relationship with those contacted in course of the work.
8. Ability to prepare records and reports.
9. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
10. Must be able to qualify to acquire a California Class B Operator's License.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures. Work extended periods of time standing. Must be able to lift heavy equipment, tools, and parts.

REPORTS TO: Fleet Manager

SUPERVISES: Mechanics and servicers as assigned by the Fleet Manager.

TERMS OF EMPLOYMENT: 12 month

WAGE/HOUR STATUS: M- 8

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist in training of shop personnel.
2. Repair, overhaul, and maintain all Agency vehicles, member district vehicles, and other power equipment.
3. Operate all machinery and equipment used in the repair and maintenance of Agency vehicle fleet: boring bar, valve re-facer, brake grinding machine, wheel balancer, electrical testing equipment, engine diagnostic equipment, welding machines.
4. Assign work to servicers and mechanics.
5. Assist in the maintenance of all shop equipment.
6. Maintain a safe work environment for all shop workers.
7. Prepare and submit appropriate reports of parts used for repair and preventive maintenance work performed on each vehicle.