

Antelope Valley Schools Transportation Agency

TITLE: Mechanic IA

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. One year experience in service or mechanical work in heavy duty garage.
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- 6

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. Assist MECHANIC II and MECHANIC III in skilled mechanical repair.
3. Maintain a safe and clean work environment.
4. Prepare and submit appropriate reports of parts used for repair and preventive maintenance work performed on each vehicle.
5. Perform preventive maintenance inspections as required by the Agency.
6. Assist with the performance of road repairs as needed.
7. 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.

Any employee interested in being considered for this position shall provide the agency with a full application and must be submitted to Josie Delgado, Human Resources Administrator. **Position is open UNTIL FILLED. Testing and Interviews are TBD.**

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"