

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.

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.