



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Automobile Mechanic

Revised 7/11

DEFINITION

Under the supervision of the Transportation Supervisor, helps plan, schedule, and perform repair and preventative maintenance of the district automobile fleet to include cars, trucks, vans, and other motorized equipment. Also assists in the maintenance of school buses; prepare and maintain related records, and other related duties as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Plan and implement a program of scheduled preventative maintenance for the district automobile fleet. E
- Perform all mechanical repairs on cars, vans, trucks and other motorized equipment to include major overhauls. E
- Make emergency service calls for stranded vehicles or other district equipment. E
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies. E
- Maintain the shop area in a clean, orderly and safe condition. E
- Maintain, repair, and inspect tires and rims. E
- Maintain records on school vehicles. E
- Service vehicles including fueling, checking all fluid levels, vacuuming, and washing. E
- Replace and adjust brakes, belts, and hoses. E
- Complete lube and safety inspection of under carriage. E
- Perform complete safety inspections as required. E
- Operate school vehicles. E
- Estimate time, material, and equipment required for assigned jobs. E
- Write requisitions, order parts, and ensure parts ordered are received in a timely manner. E
- Assist in the service and repair of school buses as needed. E
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Additional qualifying experience may be substituted for the required education provided formal schooling has been sufficient to enable applicant to evaluate difficult mechanical repairs

Experience

Some experience in the repair and preventative maintenance of motor vehicles

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Automotive Service Experience Certificate(s) desired

Possess or be eligible to obtain a valid California Commercial driver's license.

KNOWLEDGE AND ABILITIES

Knowledge of

- Repair shop practices including welding, safety regulations and practices.
- Methods, machinery, tools and equipment employed in the repair of automobiles and small engines.

- Modern diagnostic and repair equipment; repair shop practices including welding; safety regulations and practices.
- Purposes, uses, and operating characteristics of a variety of vehicles and equipment used by school departments.
- Principles and procedures of preventive maintenance related to school vehicles and equipment.
- Shop mathematics applicable to the mechanical trade.
- Basic record keeping.
- Practices, methods, equipment, tools, and materials used in the repair and adjustment of school vehicles and equipment including gasoline and diesel-powered automotive equipment and cooling systems.
- Ordering parts from various parts manuals.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Safe driving principles and practices.

Ability to

1. Use materials and equipment necessary in the repair and maintenance of automobiles and other motorized vehicles.
2. Follow and give verbal and written instructions and directions.
3. Work cooperatively with others.
4. Perform heavy manual labor.
5. Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
6. Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
7. Prepare and maintain accurate and complete records.
8. Work independently with minimal supervision.
9. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
10. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
11. Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.

- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

Hazards

- Working with tools, and powered machinery.