

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT MECHANIC

LOCATOR:

Position Type: Non-Exempt	Department: Transportation
Salary Schedule: Classified Level	Reports to: Director of Transportation
Salary Range: Specialized	Location: District Office
Term of Employment: Operations Calendar	Date: 1-8-2015
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: Repair and maintenance of district gasoline and diesel engines that power equipment, buses and vehicles. Ensures all the components that help make the engines operate efficiently. Keep the District's cars, vans and buses in such state of operating excellence that they present no problems or interruptions to the educational program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Diagnoses and repairs all District vehicles;
- Performs inspection, maintenance and repairs on all district diesel engines;
- Responsible for diesel engines, transmissions, brake systems, electrical trouble shooting, steering and cooling systems;
- Inspects defective equipment and diagnoses malfunctions, using test instruments, such as motor analyzers, chassis charts, and pressure gauges;
- Inspects and verifies dimensions and clearances of parts to ensure conformance to factory specifications;
- Inspects, repairs, and maintains automotive and mechanical equipment and machinery, such as pumps and compressors;
- Disassembles and overhauls internal combustion engines, pumps, generators, transmissions, clutches, and rear ends;
- Reconditions and replaces parts, pistons, bearings, gears, and valves;
- Reads job orders and observes and listens to operating equipment to ensure conformance to specifications or to determine malfunctions;
- Attaches test instruments to equipment and reads dials and gauges to diagnose malfunctions;
- Adjusts brakes, aligns wheels, tightens bolts and screws, and reassembles equipment;
- Changes oil, checks batteries, repairs tires and tubes, and lubricates equipment and machinery;
- Operates valve-grinding machine to grind and reset valves;
- Ensures services provided are in compliance with safety procedures;
- Maintains a safe and clean environment in all work areas;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg Unified School District policies and rules;

SUPERVISORY RESPONSIBILITIES: None

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance;
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications;
- Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Repairing machines or systems using the needed tools;
- Determining what is causing an operating error and deciding what to do about it;
- Performing routine maintenance and determining when and what kind of maintenance is needed;
- Determining the kind of tools and equipment needed to do a job; Identifying the nature of problems;
- Installing equipment, machines, wiring, or programs to meet specifications;
- Conducting tests to determine whether equipment, software, or procedures are operating as expected.

SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE/EXPECTATIONS:

- Must be knowledgeable and compliant with all district policies and state laws regarding a drug-free workplace;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;

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- Ability to work alone and with others;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must be able to acquire/maintain a Class B Commercial Drivers License with Passenger and School Bus Endorsement;
- Must maintain a current CPR and First Aid Card;
- Must be able to pass a Department of Transportation physical;
- Must be able to pass a Five and Nine Panel Drug Screening;
- Must complete a 20 hour Behind the Wheel Training and a 14 hour Classroom Training;
- Must be able to pass a DPS Physical Performance Test;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent;
- Five (5) years diesel mechanic experience preferred;
- Advanced diesel engine knowledge, preferably with International and Cummins engines; expert air brake knowledge with 2 years of experience;
- Automotive Service Excellence (ACE) Certification preferred;
- Experience and/or training in repair and maintenance of vehicles; familiarity with school buses is preferred;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Communicates effectively with the immediate supervisor and other district personnel.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 60 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate but can reach higher levels depending on the job and the equipment used;
- Routinely exposed to extremely hot or cold conditions;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by Transportation Supervisor in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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