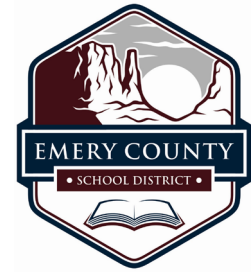


# EMERY COUNTY SCHOOL DISTRICT APPROVED JOB DESCRIPTION



## I. Job Title: Mechanic

<b>Classification Category:</b> <i>V – Transportation</i>	<b>Revision Date:</b> <i>May 2, 2022</i>
<b>Job ID:</b> <i>510</i>	<b>Pay Schedule:</b> <i>Classified</i>
<b>FLSA Status:</b> <i>Non-Exempt</i>	<b>Pay Grade:</b> <i>13</i>
<b>Provisional Period:</b> <i>12 Months</i>	<b>Supervisor:</b> <i>Supervisor of Transportation</i>

## II. Summary & General Purpose:

Incumbent performs a variety of skilled mechanic duties to insure the safe and efficient operation of District vehicles and equipment.

## III. Supervision:

Incumbent works under the direct supervision of the Supervisor of Transportation.

## IV. Essential Duties May Include the Following:

- Performs as certified safety inspector; inspects district school buses and vehicles to verify adherence to state safety standards.
- Assists in conducting training for bus drivers including pre-trip procedures and inspections.
- Maintains all required maintenance records; monitors use of parts and assures proper availability of inventory; orders parts and materials; stocks shelves; performs general shop maintenance to assure properly working tools and equipment.
- Performs journey level mechanic work; performs motor tune-ups; including various ignition systems (mechanical & electronic), fuel delivery systems, and diesel engine systems.
- Changes vehicle oil and makes sure all fluid levels are to specifications.
- Inspects and repairs brakes; including hydraulic, electric, and air brake systems.
- Inspects and repairs drive-line components including transmissions (manual & automatic), clutches, drive axles, differentials, torque converters and other components in various types of vehicles.
- Performs diagnostic tests and repairs on District vehicles, including engines, hydraulic systems, air control systems and electrical control systems.
- Examines all rubber products such as fan belts, radiator hoses, heater hoses, by-pass hoses, fuel pump hoses, power steering hoses, hydraulic hoses and couplings.
- Repairs flat tires; patches tubes, replaces wiper blades, wiper linkage, and wiper motors.
- Performs general body work; replaces panels, windows, door handles, door hinges, lights, mirrors, etc.
- Repairs vehicle interiors; patches holes and tears in upholstery; performs reupholstery as needed.

- Performs welding as needed to fabricate parts and repair equipment; operates both electric and acetylene tools.
- Recommends vehicle repairs which require a job to be sent to an outside repair shop.

#### V. Marginal Duties May Include the Following:

- May substitute as a driver during personnel shortages.
- Performs other related duties as required.

#### VI. Qualifications:

**Education:** Graduation from high school plus one (1) year of specialized training provided through professional workshops, trade school, or technical college in automotive and/or heavy equipment mechanics.

**Experience:** Five (5) years of progressively responsible experience in performing above or related duties; a combination of education and experience may be considered.

**Knowledge:** Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; considerable knowledge of the materials and tools used in equipment maintenance; considerable knowledge of the safety practices required by state and other laws; considerable knowledge of installation and repair of automotive air conditioning systems, considerable knowledge of servicing and repair of air brakes and air systems, considerable knowledge of auto electrical systems and equipment; considerable knowledge of gas and arc welding; considerable knowledge of safety standards related to diesel and automotive repair; considerable knowledge of hazards common to heavy equipment operation.

**Skills & Abilities:** Master level skill in the use of mechanical tools, materials, welding, and testing equipment. Ability to diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment. This includes but is not limited to: a) Considerable knowledge of Heavy Equipment computer diagnostic software (Cummings InSite, Allison diagnostic software, Bendix Antilock Brake system software), and b) Considerable knowledge of Diesel Emissions systems (Exhaust Gas Recirculation systems, Selective Catalytic Reduction system, and Diesel Particulate Filter system).

The ability to communicate effectively verbally and in writing; ability to read and interpret engineering plans and specifications; ability to visualize completed projects in planning stages and estimate the end results; ability to estimate quantity of materials accurately; ability to develop effective working relationships with supervisors, co-workers, and the public.

**Special Qualifications:** Must be certified to perform state safety inspections. Must be 21 years of age and meet related criteria as described under "Standards for Utah School Buses and Operations". Must possess a valid Commercial Driver's License and an acceptable driving record.

#### VII. Working Conditions:

This work requires dealing with occasional stressful situations. The employee may need to handle unpleasant issues. Job requires the ability to manage pressure, fatigue, and consistent exposure to deadlines during an average work day; frequent bending and lifting of up to 75 pounds.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.