

SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Mechanic I (Mechanic / Bus Driver)

Job Title: Mechanic I (Mechanic I/ Bus Driver)

Job Purpose Statements:

The job of **Mechanic I (Mechanic, Bus / Driver)** is to ensure the safe mechanical operation of the District's fleet and repair facility in order to meet full compliance with state and federal rules, regulations, and guidelines as they apply to school bus repairs, maintenance, and other related requirements. To monitor the status and condition of the district's fleet of busses, cars, tractors and other motorized equipment (excluding lawn equipment). To schedule repairs so as to ensure the performance of those functions in an efficient and timely manner.

Essential Job Functions:

- **Assist** mechanics and performs various aspects of repair assignments as needed. Review invoices with shipments, checking for correct items and damaged goods.
- **Communication** with MOT Director and state personnel as needed to maintain compliance on equipment.
- **Advise** MOT Director, as to equipment needs and availability.
- **Provide** input regarding the continued use of vehicles or pieces of equipment pending repairs to the MOT Director. Evaluate the needs for various tools and equipment in the shop.
- **Implement** maintenance /repair/replacement schedules for District school buses, vehicles and equipment as directed by MOT Director.
- **Maintain** inventory of parts, supplies tools, an equipment in a cost efficient manner, utilizing vendor inventories when at all times possible.
- **Perform** various duties as a mechanic in the maintenance and repairs of school buses and district vehicles and motorized equipment.
- **Perform** State required periodic safety inspection of school buses and maintain records of said Safety Inspections.
- **Verify** that all work performed by the repair facility personnel are of the highest standards.
- **Provide** maintenance records and other requested info to MOT and State Authorities as needed for documentation of Equipment Repair Histories and safety reporting compliances.
- **Perform** other related duties as assigned.

Other Job Functions:

Assist other personnel as required for the purpose of supporting them in the completion of their work activities.
School Bus Driver

Job Requirements - Qualifications:

Experience required: 5 years prior job related experience in the field of school bus mechanics, and other mechanic related fields with increasing levels of responsibility including supervision.

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Skill, Knowledge, and/or Abilities Required:

Repair activities are priority projects; fabrication projects need the signed approval of the MOT Director.

Purchase repair items on an as needed basis with a minimum of inventory – dispose of excess inventory when principal item is sold or to surplus on a regular basis.

Any tool or equipment that cost \$500.00 or more needs the signed approval of the MOT Director.

Skill to repair and maintain district school buses, vehicles, and other equipment; care for and maintain shop equipment; maintain inventory control; use standard office equipment including computer; communicate effectively.

Knowledge of operation, theory and principals of gasoline, diesel and battery powered engines. Knowledge of methods, equipment tools and materials used in the repair and maintenance of vehicles and equipment.

Knowledge of Diagnostic procedures for vehicle and equipment.

Knowledge of technical aspects of field of specialty.

Knowledge of shop math applicable to vehicle maintenance.

Knowledge of and observe Health and Safety Regulations.

Ability to repair and maintain a wide variety of large and small gasoline, diesel and battery powered engines, and grounds maintenance equipment and vehicles diagnose and repair mechanical, electrical and computerized malfunctions. Ability to operate specialized equipment used in repairing or servicing of vehicles. Ability to learn new skills to work on equipment other than automotive. Ability to speak, read, and writes in the English language at the level necessary to use repair manuals, schematics, instruction pamphlets, and to communicate with other staff and students correctly and efficiently.

Ability to understand and follow oral and written directions.

Ability to observe legal and defensive driving practices.

Physical Abilities include:

Lifting / carrying / pushing / pulling, stooping / crouching, reaching / handling, hearing conversations and other sounds, (e.g. air/vacuum leaks), near/far visual acuity/depth perception and accommodation.

Working Conditions:

Environment:

Vehicle and equipment repair shop environment.

Driving a vehicle to conduct work.

Emergency call out.

Subject to noise and fumes from equipment operation.

Exposure to outside elements.

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Hazards:

Exposure to fumes and vapors.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.

Education Required:

High School. Diploma or Vocational Certificate
5 years experience in heavy vehicle maintenance preferred,

Licenses, Certifications, Bonding, and/or Testing Required:

Valid Class Driver's License with Passenger Endorsement and evidence of insurability. School Bus Driver's Certificate
Break Inspector Qualifications Certification-49CFR-Part 396.25
Criminal Justice fingerprint clearance.
DOT Drug Testing
A/C Certification Card.

Supervisor: Director of MOT

Work Year: 12 months- 8 hrs daily

Evaluation: Annually, in accordance with Administrative Regulations and/or Board

Evaluator: Executive Assistant to the Superintendent-Business

Signature: _____ Date: _____

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SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Mechanic I (Mechanic / Bus Driver)

The following analysis entails an evaluation of the “Physical Demands” factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

- NP = NOT PRESENT – Does not exist
- S = Seldom – Under 5% of Time
- O = Occasionally – Up TO 1/3 Time
- F = Frequently – From 1/3 to 2/3 Time
- C = Constantly – 2/3 or More of Time

1. STRENGTH

- A. Standing 45%
- Walking 45%
- Sitting 10%

- B. Lifting 0 50 lbs.
- Carrying F 40 lbs.
- Pushing F 80 lbs.
- Pulling 0 80 lbs.

- 2. CLIMBING 0
- BALANCING F

- 3. STOOPING F
- KNEELING F
- CROUCHING F
- CRAWLING S

- 4. READING O
- HANDLING O
- FINGERING O
- FEELING F

- 5. TALKING:
- Ordinary C
- Other C
- HEARING
- Conversations C
- Other Sounds C

- 6. SEEING
- Acuity, Near C
- Acuity, Far C
- Depth perception C
- Accommodation C
- Color Vision C
- Field of Vision C

7. PHYSICAL DEMANDS RATING SUMMARY: Moderate Work (1) (2) (3) 4 (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis).

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- 8. **PHYSICAL DEMAND COMMENTS:** Examples of physical demands are standing, walking, lifting food supplies, arranging foods to serving area, handling commodities during preparation, pushing hand carts, climbing on short step ladder, reading recipes and instructions, calculating, cafeteria noises, ventilation noises, co-worker area awareness.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Mechanic I (Mechanic / Bus Driver)

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental conditions must be definition be specific and related to the job.

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1. ENVIRONMENT:
Inside 80% Outside 20%

2. EXTREME COLD O

3. EXTREME HEAT O

4. WET/HUMID S

5. NOISE (in decibels) 80 decibels
VIBRATION F

6. HAZARDS
Mechanical O
Explosives S
Electrical O
Radiant Energy S
Burns S
Other Hazard/s O

7. ATMOSPHERIC CONDITIONS:
Fumes O
Mists S
Odors O
Gases S
Dusts O
Poor Ventilation NP
Other Atmospheric Hazards S

8. **PROTECTIVE CLOTHING – DEVICES:** Latex gloves as needed, regulation shoes, other equipments + and /or to complete duties in a safe and prudent manner .

9. **ENVIRONMENTAL CONDITIONS SUMMARY:** Inside Work 2 3 4 (5)(6)(7) Number encircled by parenthesis () indicate significant involvement of factors enumerated and rated above.

10. **SUMMARY ENVIROMENTAL COMMENTS:** Exposures are generally limited to shop hazards/conditions such as fumes disturbances, insect bites, contagious diseases, paper, dust, cuts, equipment and chemicals, slip and lifting hazards, eye protection, loud shop noises.

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U.S. Department of Transportation •
Federal Motor Carrier Safety Administration

§ Qualifications of brake inspectors.

396.25

(a) Motor carriers and intermodal equipment providers must ensure that all inspections, maintenance, repairs or service to the brakes of its commercial motor vehicles, are performed in compliance with the requirements of this section.

(b) For purposes of this section, *brake inspector* means any employee of a motor carrier or intermodal equipment provider who is responsible for ensuring that all brake inspections, maintenance, service, or repairs to any commercial motor vehicle, subject to the motor carrier's or intermodal equipment provider's control, meet the applicable Federal standards.

(c) No motor carrier or intermodal equipment provider may require or permit any employee who does not meet the minimum brake inspector qualifications of paragraph (d) of this section to be responsible for the inspection, maintenance, service or repairs of any brakes on its commercial motor vehicles.

(d) The motor carrier or intermodal equipment provider must ensure that each brake inspector is qualified as follows:

(1) Understands the brake service or inspection task to be accomplished and can perform that task; and

(2) Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an assigned brake service or inspection task; and

(3) Is capable of performing the assigned brake service or inspection by reason of experience, training, or both as follows:

(i) Has successfully completed an apprenticeship program sponsored by a State, a Canadian Province, a Federal agency or a labor union, or a training program approved by a State, Provincial or Federal agency, or has a certificate from a State or Canadian Province that qualifies the person to perform the assigned brake service or inspection task (including passage of Commercial Driver's License air brake tests in the case of a brake inspection); or

(ii) Has brake-related training or experience or a combination thereof totaling at least one year. Such training or experience may consist of:

(A) Participation in a training program sponsored by a brake or vehicle manufacturer or similar commercial training program designed to train students in brake maintenance or inspection similar to the assigned brake service or inspection tasks; or

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(B) Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task in a motor carrier or intermodal equipment provider maintenance program; or

(C) Experience performing brake maintenance or inspection similar to the assigned brake service or inspection task at a commercial garage, fleet leasing company, or similar facility.

(e) No motor carrier or intermodal equipment provider may employ any person as a brake inspector unless the evidence of the inspector's qualifications, required under this section, is maintained by the motor carrier or intermodal equipment provider at its principal place of business, or at the location at which the brake inspector is employed. The evidence must be maintained for the period during which the brake inspector is employed in that capacity and for one year thereafter. However, motor carriers and intermodal equipment providers do not have to maintain evidence of qualifications to inspect air brake systems for such inspections performed by persons who have passed the air brake knowledge and skills test for a Commercial Driver's License.

[73 FR 76825, Dec. 17,2008]