

JOB DESCRIPTION
San Leandro Unified School District

Vehicle Maintenance Mechanic

Purpose Statement

The job of Vehicle Maintenance Mechanic is done for the purpose/s of providing support to the educational process with specific responsibilities for identifying repair and/or replacement needs for District vehicles and maintenance equipment; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; and ensuring that tools and materials are available.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Cleans facility for the purpose of maintaining a safe work area.
- Diagnoses vehicle and/or equipment malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Disposes District e-waste, hazmat waste and other items (e.g. batteries, light bulbs, ballasts, etc.) for the purpose of discarding waste in accordance with established guidelines and/or legal requirements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, smog checks, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Repairs vehicle systems, components, electric motor systems, maintenance equipment, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, air compressors, lawn mowers, golf carts, leaf blowers, paint sprayers, etc.) for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- Services a variety of equipment and vehicles (e.g. leaf blowers, lawn mowers, generators, golf carts, trenchers, air compressors, trucks, vans, tractors, scissor lift, etc.) for the purpose of maintaining a proper worker condition.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating district vehicles; operating tools/equipment used in maintenance of vehicles; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Automotive Repair Trades Certificate or Equivalent

Driver's License & Evidence of Insurability

Welding Certificate

Continuing Educ./Training

Maintain appropriate certificates and licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

Salary Range

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