

JEFFERSON COUNTY PUBLIC SCHOOLS

CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Mechanic, Fleet Services
Prepared Date: January 29, 2016
Job Code: 6594
CDE Code: 629
Salary Grade: R-25
Work Year: 12 months
Department: Fleet Maintenance, Transportation
Division: Support Services
Reports To: Shop Foreman

SUMMARY Repair and maintain all District vehicles and equipment in a safe and effective manner through preventative maintenance and diagnosing problems determining corrective measures using the full range of mechanics tools and equipment available, and properly completing the repairs and maintenance. Work is of a safety critical nature and requires high work quality and attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Inspect and service all District vehicles and equipment on the preventative maintenance program. Make repairs including: tire work, suspension, electrical, heating and cooling, body, and other subsystem repairs.

Use knowledge and experience to diagnose and repair vehicle defects to include: engine, transmission, brake, electrical, body, suspension, and other vehicle/equipment subsystems.

Enter data and look up information in computerized fleet information system. Record information accurately relative to tasks performed, including unit numbers, parts used, job code times on and off jobs, static and working measurements, and repair actions taken. Use manuals, catalogs and other reference materials to repair vehicles/equipment and order correct parts and supplies.

Obtain and maintain Opacity Inspection certification, Colorado CDL B license, Colorado Department of Education (CDE) Brake Inspector certification, CDE Bus Inspector certification as required.

Perform mandated safety and emissions inspections on appropriate District vehicles and equipment. Rebuild vehicle/equipment systems and components and/or fabricate necessary braces, brackets, etc. to complete repairs. Perform complete breakdown and reassembly of components, etc. with little or no supervision.

Knowledgeable in the proper use of computer diagnostic software, diagnostic interface equipment to analyze and diagnose vehicle/equipment problems and determine appropriate corrective measures. Proceed with and complete repair.

Operate tow truck or service truck as needed.

Comply with controlled substance and alcohol testing regulations as governed by Federal and State regulations as well as District policy.

Respond to road calls, late or early shift work for snow removal, occasionally work overtime and weekends when required.

Perform other duties as assigned.

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.

EDUCATION AND TRAINING: High school diploma or equivalent required. Automotive Gas and Diesel engine school preferred - equivalent experience acceptable. .

EXPERIENCE: A minimum of four years experience meeting the duties requirements listed above. Applicable vocational school experience is given half time credit (2 years of school equals one year of experience).

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires solid knowledge of the principles, practices, materials, and methods of: general automotive, diesel, and construction equipment mechanics; computerized engines and other components that are computerized on newer model vehicles; gasoline and diesel engine maintenance and repair; vehicle and equipment diagnosis, troubleshooting and repair; and the skill and ability to apply that knowledge to perform the essential functions of the position. Must have complete set of mechanic's hand tools and tool chest.

CERTIFICATES, LICENSES, & REGISTRATIONS: A.S.E.& CDL preferred at hire. The following must be acquired within four months after hire: Commercial Driver's License B (CDL), CDE Brake Certificate, Opacity Certification, and CDE Bus Inspector's Certificate (as needed).

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Act as a technical resource for drivers/operators and office personnel throughout the District regarding the operation and maintenance of vehicles and equipment.

CONTACTS: Daily contact with persons within work unit/building for routine internal matters, and with persons outside department/building to provide a service. Weekly contact with vendors to furnish/obtain information. Monthly contact with the public to furnish/obtain information.

SAFETY TO SELF AND OTHERS: High exposure to bruises due to tools/equipment, cuts due to metal edges and glass, chemical burns due to battery acid, heat burns due to hot engines and welding, hernia due to lifting and pushing heavy objects, and repetitive motion due to tool use. Medium exposure to loss of sight due to battery acid. Low exposure to fractured bones due to slips, disfigurement due to tools and equipment, and fatality due to equipment failure and road calls.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is frequently exposed to outside weather conditions, extreme heat, and vibration. The employee is occasionally exposed to risk of electrical shock and explosives. The noise level in the work environment is often very loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, evaluate, and use interpersonal skills. The employee is frequently required to compare and compile. The employee is occasionally required to copy, instruct, compute, synthesize, and negotiate.

JUDGMENT AND DECISION MAKING: Work is assigned by Shop Foreman. This position requires application of technical knowledge to examine a repair and determine most efficient and cost effective repair procedure, including determining the tools and equipment to use, and time required to complete work. An error in decision making could lead to accidents, equipment failure, or driver write-up, resulting in injury, delays, or fatalities. Decision making requires collaboration with other mechanics, Fleet Manager, Shop Foreman, and Service Specialists. Supervisor/manager is involved only in major decisions. Work is guided by shop procedures and state and federal laws regarding the operation of vehicles and equipment.

DIVERSITY OF DUTIES: Duties require cross-training in electronics, electrical, metal fabrication, machinery, and welding. Duties and actions impact individuals across several departments.