

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### MECHANIC

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#### **DEFINITION:**

Under the direction of Supervisor-Transportation Shop, provide mechanic service for district fleet vehicles and equipment; identify repair and replacement needs; perform repairs and preventative maintenance; ensure completion of projects in accordance with trade standards; provide information on proper uses of equipment; assist other mechanics and ensure tools and materials are available at work site.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small vehicles and equipment including gasoline, diesel and battery-powered equipment.
- Evaluate maintenance, servicing and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions.
- Fabricate parts to provide necessary items for repairs.
- Perform routine maintenance safety checks and inspections; prepare vehicles for State-mandated smog inspections; steam clean equipment and prepare equipment for sale.
- Overhaul, rebuild and tune engines and carburetors; adjust and reline brakes; maintain, rebuild and replace air and hydraulic brake system components; change and balance tires.
- Overhaul, repair and adjust automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases and rear ends.
- Change oil, transmission, brake and other fluids according to prescribed procedures; ensure compliance with laws, rules and regulations regarding the disposal of hazardous waste.
- Repair and maintain vehicle air conditioning units and related components; charge and recharge air conditioning systems according to established procedures.
- Clean interior and exterior of assigned vehicles to maintain appearance and sanitation of vehicle.
- Maintain records of repairs, costs, parts and service warranties to meet regulatory requirements.
- Maintain shop area, equipment and tools in a safe, clean and orderly condition.
- Respond to road calls regarding emergency repairs for disabled vehicles.
- Attend and participate in unit and department meetings to gather job related information.

#### **OTHER DUTIES:**

- Perform function of school bus driver to meet District transportation needs.
- Perform electrical and acetylene welding, brazing and soldering.
- Perform other related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

##### Licenses and other Requirements:

- Valid Utah State Class B Commercial Driver's License with Hazmat, School Bus and Passenger Endorsement.
- Certified Fleet Safety Inspector.
- Welder skills and abilities.
- Air Brakes, Air Conditioning and Ricon Lifts.
- 8-hours Annual In-service Training.
- Continuing Education/Training as Needed to Maintain USOE Certification and Stay Appraised of Progressing Technology.
- Criminal Justice Fingerprint/Background Check Clearance.

- Annual Physical Assessment.

Knowledge of:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation, theory and principles of gasoline and diesel required and battery-powered equipment.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.
- Basic computer operation.

Ability to:

- Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines and battery-powered engines.
- Diagnose and repair mechanical, electrical and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics and repair manuals.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to safety, preventive maintenance and work performed.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Observe legal and defensive driving practices.
- Observe health and safety regulations.
- Operate a computer terminal.

**WORKING CONDITIONS:**

Work Environment:

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands: The physical demands described here 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.

- Lifting, carrying, pushing and pulling heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate power tools and equipment.
- Seeing to observe and perform repairs.
- Hearing and speaking to exchange information.

Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around or with machinery having moving parts.
- Hazardous materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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