

PLACENTIA –YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

VEHICLE MAINTENANCE COORDINATOR

DEFINITION

To schedule, direct, and participate in major and minor mechanical repairs to diesel and gasoline powered school buses, vehicles, and other equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Transportation Director. Exercises functional and technical supervision over assigned vehicle maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Confers with Transportation Director regarding work to be performed. Assigns work to lower level mechanics. Establishes and monitors productivity standards. Provides or arranges for appropriate training of mechanic staff and serves as a resource person in solving all major mechanical problems. Provides functional and technical supervision of lower level mechanics. Performs complex mechanical work in the maintenance, service, and repair of school buses, district vehicles, and equipment. Makes decisions as to the extent and type of repairing to be done on individual pieces of equipment. Estimates cost of repairs.

Overhauls engines. Installs rings, rod bearings, main bearings, and brakes; overhauls and renews wheel cylinders. Adjusts valves, clutches, and brakes; lubricates vehicle and changes oil and oil filters. Welds and fabricates parts as necessary. Orders parts and accessories in accordance with all state and local regulations. Develops specifications for vehicle and equipment purchases. Cares for and maintains shop tools and equipment. Keeps records of repair and maintenance work. Stays abreast of, and implements, regulations, laws, mandates, parts and equipment in the vehicle maintenance field. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of the full range of tools, materials, and equipment used in the maintenance, adjustment, and repair of heavy duty automotive equipment. Ability to inspect, locate, and diagnose heavy equipment mechanical defects, and estimate the cost of repairs. Ability to weld and fabricate parts and equipment. Ability to skillfully use the tools and equipment necessary in the repair and maintenance of heavy duty automotive equipment.

Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Knowledge of California Highway Patrol regulations regarding school buses and other vehicle safety measures. Knowledge of all state and federal regulations relating to smog control, hazardous wastes or substances and general safety.

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Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Five (5) years of increasingly responsible heavy equipment maintenance and repair experience comparable to a vehicle mechanic in the Placentia-Yorba Linda Unified School District.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of an appropriate, valid California Driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date _____

Approved: July 1, 2003