

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**VEHICLE MECHANIC**

DEFINITION

To perform skilled and semi-skilled mechanical repair on gasoline and diesel powered equipment; to lubricate and service buses, automobiles, and other motorized equipment; to maintain properly fluid levels; and to repair or replace tires.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vehicle Maintenance Supervisor.

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

Inspects, diagnoses, and repairs mechanical defects in automobiles, trucks, buses, vans, and other mechanical equipment and power tools. Performs preventative maintenance on District equipment on a scheduled basis. Repairs equipment requiring major mechanical repair work such as engine overhaul, rear ends, or differentials. Maintains mechanical equipment and performs general routine overhauling and tune-up including replacing fuel pumps, distributors, starters, generators, universal joints and carburetors. Adjusts and services brakes. Installs batteries, tires, wiring, and door handles. Greases and services equipment. Checks and adjusts vehicle alignment. Operates the District tow truck. Maintains records of repairs made and time worked. Requisitions needed parts and tools. Cleans tools and work area. Makes service calls for emergency road repairs. Keeps records. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of the principles of internal combustion engines and of the methods, tools, equipment, and materials used in the repair and maintenance of motorized equipment. Knowledge of safe driving practices. Ability to diagnose routine mechanical troubles and determine appropriate maintenance work. Ability to use shop equipment and tools. Ability to work effectively in the absence of supervision. Ability to understand and follow oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Vehicle Mechanic (Continued)

Experience:

One year of increasingly responsible experience performing general automotive maintenance duties.

Training:

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

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: