

Carson City School District Job Description: Mechanic III

Job Title: Mechanic III

Location: Transportation Department

Related Categories: Fleet and Equipment Maintenance Coordinator

Reports To: Transportation Supervisor or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under limited supervision, set up preventive maintenance schedules, monitor, supervise and implement a comprehensive equipment maintenance shop; to supervise and participate in the repair of difficult malfunctions; and to perform related work as required.

Experience or training required:

Knowledge of: The Nevada Motor Vehicle Code, Federal Motor Vehicle Safety Standards, Nevada Minimum Bus Standards, Nevada Out-of-Service criteria and the Nevada Educational Code applicable to the operation and maintenance of vehicles utilized in the transportation of students and passengers, FHA requirements as stated under Title 49 CFR Part382; provisions of the Americans with Disabilities Act and Public Law 101-476 as they pertain to vehicle operation, maintenance and mandated accessories; operation of buses and other District vehicles; tools, equipment and of fuel, ignition, electrical, cooling and brake systems. Principals of electrical and internal combustion engines. Principals of supervision and effective management practices; staff development, supervision, evaluation and administration; and basic first aid.

Ability to: Communicate in a proactive and effective technique, utilizing verbal and written communications; proven ability to investigate, write and present procedures for the effective operation of the shop requirements of the transportation system; leading and directing others; coordination and utilization of available resources to facilitate needs and problems; working with staff, coworkers, supervision, administration and public; assign and supervise subordinate personnel; computer literacy; use and maintenance of all related equipment used to complete job functions; maintain routine records accurately; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: Graduation from high school or equivalent. A typical qualifying entrance background is completion of four (4) years of progressively responsible vehicle maintenance experience of which at least (2) years was in related fields wherein the incumbent has acquired the knowledge, experience and abilities as listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card. Possession of a valid Nevada Class "B" Commercial Drivers License (CDL) with a passenger endorsement and a current standard First Aid/CPR Certificate are required.

The Job Functions:

Coordinate and supervise the operation of the Carson City School District Fleet and Equipment Shop Operation; monitor, schedule and supervise shop operation, participating as needed to insure schedules are met; compiles detailed vehicle bid packages to be submitted to Material Services for bidding. Positions in this class exercise supervision over mechanics and service workers making assignments, setting priorities,

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training and reviewing the work of subordinates. Conducts accident/incident investigations, determines upon investigation fault/no fault conditions; gives discipline recommendations to reporting supervisors. Ensures compliance with FMVSS, State of Nevada Minimum School Bus Standards, Nevada Motor Vehicle Code, and Out of Service criteria are adhered to, updated as required. Is responsible for EPA, OSHA, NIOSH, Local, State and Fire/Safety standards are met and sustained. Incumbents are responsible for the timely completion of performance evaluations, to process grievances at their level, to recommend employment and to effectively recommend disciplinary action.

Essential Job Functions:

Maintains preventive maintenance programs for all related equipment; assigns work to shop personnel on the basis of availability and capabilities; orders parts and materials, maintains a detailed inventory of shop supplies and equipment; receives and troubleshoots driver concerns; diagnoses mechanical problems; sets priorities and estimates repair costs; assigns directs and performs the work of servicing, repairing, constructing, assembling and installing parts, equipment and machinery; communicates with vendors as needed for return and scheduling repair of defective equipment and parts; reviews mechanics and service worker on work performed; maintains records and submits detailed reports. Must be able to collaborate with other staff members, students, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds. Incumbents must be in good physical condition and must take a periodic physical examination. May work in conditions of dust, fumes, gas, odors, heat and cold. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical automotive shop setting and use automotive equipment. Vision to read printed materials, computer/device screens or other automotive devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled automotive shop and vehicle setting with temperatures ranging from mild, moderate, to severe cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: vehicle equipment, tools, related machinery, communicable diseases, chemicals (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.