

Carson City School District Job Description: Mechanic II

Job Title: Mechanic II

Location: Transportation Department

Related Categories: Equipment Mechanic

Reports To: Mechanic III or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision, to perform skilled work in maintaining, diagnosing and making mechanical repairs to electric, alternative fuel, gasoline and diesel powered equipment, such as trucks, buses, passenger vehicles, power lawn mowers, forklifts, tractors, compressors and other mechanical equipment; and to perform related work as required.

Experience or training required:

Knowledge of: Provisions of the Nevada Motor Vehicle Code and the Nevada Educational Code applicable to the operation and maintenance of vehicles in transporting students and other passengers; operation of a bus and/or passenger vehicle; tools, equipment and procedures used in the service, overhaul, repair and adjustment of motor equipment, and of fuel, ignition, electrical, cooling and braking systems; principles of electrical and internal combustion engines; methods and procedures used in the repair, overhaul and adjustment of heavy duty transmissions; detailed record keeping practices; shop math applicable to the mechanical trades; appropriate safety precautions and procedures; and basic first aid.

Ability to: Understand, write and carry out detailed 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 the equivalent. A typical qualifying entrance background is completion of formal or informal training in automotive repair work or a closely related field; and journey level experience performing automotive repair work on electric, alternative fuel, diesel and gasoline powered equipment; or experience at or equivalent to experience as an Automotive Service Worker or Mechanic I for the Carson City School District, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid Nevada Class "B" Commercial Driver's License (CDL) with a passenger endorsement, current standard First Aid/CPR Certificate, and an original Social Security Card.

The Job Functions:

Positions in this class perform journey level work on electric, alternative fuel, diesel and gasoline powered equipment. Critical to this class is the ability to diagnose and make major overhaul repairs of a variety of District equipment. Positions in this class perform work which has some variation and which allows or requires a journey level application of methods or procedures. Incumbents receive little direct supervision on equipment repairs and have latitude in selecting work methods. Work may be reviewed upon completion for final results. Incumbents are expected to refer problems and repair cost to the supervisor for instructions.

Essential Job Functions:

Inspects buses, passenger vehicles, trucks, tractors and other mechanical equipment used in the Carson City School District; diagnoses problems; makes mechanical and electrical repairs and installations, such as

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general overhauling, replacing and adjusting bearings, grinding valves, adjusting ignition and carburetors, repairing electrical parts of systems, assembling transmissions and differentials, fitting pistons and rings, relining and adjusting brakes, aligning wheels, installing axles, overhauling steering gears and drive shafts; inspects and makes repairs to water cooling systems including brazing and soldering; performs scheduled repairs and keeps and maintains preventive maintenance logs; repairs and makes adjustments to steering geometry's; does electrical and acetylene welding, fabricating new parts when necessary; makes repairs to power lawn mowers and other mechanical equipment; services equipment with gasoline and oil; lubricates equipment; changes and repairs tires; operates District vehicles. 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 vehicle setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: vehicle equipment, 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.