

Carson City School District Job Description: Mechanic I

Job Title: Mechanic I

Location: Transportation Department

Related Categories: Automotive Service Worker

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 supervision, to service buses and other District vehicles; to operate a school bus and other District vehicles; to make interior and upholstery repairs; to fuel and inspect buses and other District vehicles; and to perform related work as required. Bilingual preferred.

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, passenger vehicle and other District vehicles as required; mechanical functioning of a motor vehicle; oil, greases, oiling and lubrication devices; detailed record keeping practices; shop mathematics applicable to the mechanical trades; appropriate safety precautions and procedures; and basic first aid.

Ability to: Maintain routine records accurately; 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 informal training in automotive repair work or a closely related field; or entry level experience performing routine automotive repair work; or experience at or equivalent to experience as a Bus Driver 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 the routine mechanical, lubrication, fueling, vehicle inspections and upholstery repair work of the automotive shop. Incumbents in this class perform work, which is highly structured, and is performed in accordance with an established instruction set. Incumbents are expected to perform duties without constant supervision. Work is reviewed periodically upon completion or while in progress. Incumbents are expected to refer most variations in work to the supervisor for instruction.

Essential Job Functions:

Checks and documents vehicles for fuel, water, oil, tires, belts and proper operation of safety equipment; performs the more routine aspects of inspections on assigned vehicles; lubricates vehicles; makes simple repairs to vehicle interiors, body work and painting; checks and repairs lights, wipers, mirrors, etc.; maintains detailed written records of work in process and completed; reports to the mechanics vehicle repair needs observed during inspection; washes, waxes and otherwise keeps vehicles and equipment in a clean and orderly condition; picks up and delivers tires, parts and other needed items; changes tires on buses and

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other District vehicles; performs routine mechanical repairs for training purposes, such as minor electrical work involved in replacing flashers, fuses and replacing broken wires; assists mechanics with larger and more complex repairs; fuels buses and other District vehicles; checks and maintains records of gas use and supply; may be assigned to perform the duties of a Bus Driver as needed. 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.