

# CHURCHILL COUNTY SCHOOL DISTRICT

## MECHANIC

**FLSA Status: Non-Exempt**

**Created: 10/2004**

**Last Revised: 12/2018**

### DEFINITION

To perform skilled mechanical repairs on light and heavy-duty vehicles and equipment; and to maintain and service a variety of vehicles and equipment. This job class represents journey level work responsible for the maintenance and repair of the organization's motorized vehicles and equipment.

### SUPERVISION RECEIVED AND EXERCISED

Under general supervision from the Garage Manager and Director of Transportation.

**ESSENTIAL FUNCTIONS** - *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Inspects buses, trucks, automobiles, tractors, forklifts and other powered equipment for proper operation and compliance with pertinent laws, rules and regulations; determines necessary repairs.
2. Diagnoses of mechanical defects and perform all types of maintenance and repair work such as overhauling engines and transmissions and performing tune-ups; inspects, troubleshoots, adjusts, repairs and maintains air and hydraulic brake systems and all related components; diagnose and repairs diesel engines and associate equipment, fuel systems, cooling systems, generators, and electrical systems.
3. Adjusts valves, clutches, and brakes; lubricates vehicles and change fluids; replaces filters.
4. Reconditions carburetors and ignition systems.
5. Makes repairs to differentials, rear axles and brake assemblies; repairs, rebuilds and adjusts steering and suspension systems and components.
6. Repairs and fabricates parts involving electric and gas welding.
7. Inspects repairs and replaces tires.
8. Performs smog inspections using all required diagnostic equipment.

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## **MECHANIC, continued**

9. Responds to road calls for emergency service.
10. Makes road tests as needed.
11. Maintains work, time and material records; orders parts and supplies.
12. Maintains shop cleanliness including cleaning and organizing tools and shop equipment.
13. Performs manual labor involving lifting heavy weights, stooping, bending and twisting.
14. Performs emergency bus driving duties as required.
15. Determines the cause and extent of component or system failures through test drives, pressure and temperature checks, disassembly, inspection, use of diagnostic equipment, and reference to technical manuals, services information bulletins, blueprints and schematics.
16. Repairs and/or rebuilds brake systems. Replaces brake shoes and pads; wheel cylinders, brake lines, hoses and power boosters. Maintains and overhauls air brake systems to include air compressors, governors, reservoirs, air dryers, control valves, brake chambers, and air distribution systems.
17. Removes and replaces front steering axles, adjusts wheel alignment, replaces king-pins, and spindles, repairs or replaces springs, pins, bushings, axles, spring shackles, mounts and shocks. Replaces tie rod ends, drag links, idler arms, and ball joints. Repacks steering cylinders and rebuilds power steering pumps.
18. Performs hydraulic system service, diagnoses and repairs leaks; replaces or fabricates hoses, fittings, and O-ring seals; rebuilds or replaces hydraulic pumps and motors; repairs or replaces hydraulic control valves, cylinders and rams. Repairs and/or rebuilds power distribution systems; makes adjustments and replaces gaskets, oil seals, fittings and lines.
19. Diagnoses and repairs drive axles, including differentials, driveline assemblies, U-joints, power takeoff units, transfer cases, and drive housings. Removes and replaces exchange assemblies as needed.
20. Diagnoses and repairs automatic and manual transmissions, including electronically controlled units. Makes repairs as necessary including seals, gaskets, replacing subassemblies, and test function of repaired assemblies. Removes and replaces

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## **MECHANIC, continued**

exchange automatic and manual transmissions as needed. Repairs or replaces clutch assemblies and linkages.

21. Performs electrical system service including diagnosis, repair, replacement, and adjustments to electrical components such as batteries, alternators, starters, ignition systems, relays, regulators, switches and wiring. Fabricates cables, wiring loom assemblies, and support structures. Uses manual and electronic test equipment as required.
22. Diagnoses and repairs diesel, gasoline and alternate fueled engines, including those that are either electronically or mechanically controlled. Checks, adjusts and calibrates engines to original performance level; replaces injectors, repairs/rebuilds/or replaces carburetors, distributors, and ignition systems.
23. Adjusts valves; inspects and replaces filters; checks pressures; disassembles and cleans external and internal parts for inspection; repairs cylinders, replace cylinder liners, pistons, crankshafts, camshafts and connecting rods; replaces bearings; reassembles engine and/or components.
24. Diagnoses and replaces electronic and mechanical control assemblies, and ensures parts that are used are equal to manufacturers specifications. Repairs or replaces cooling and heating system components, including water pumps, radiators, interior heater assemblies, intercoolers, and hoses.
25. Prepares work orders, records parts and supplies used, and keeps an accurate account of work hours.

**QUALIFICATIONS** – *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Tools, equipment, and methods used in the overhaul and repair of automotive and heavy equipment;
- Mechanical and electrical systems;
- Operation and care of both gasoline and diesel internal combustion engines; and
- Safe work practices.

### **Skills to:**

- Operate a wide variety of hand and power tools, precision measuring instruments, hydraulic lifts and safety equipment;
- Diagnose and repair moderately complex repair problems;

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## **MECHANIC, continued**

- Adapt tools and materials to special problems;
- Read and understand service manuals and other available service data; and
- Work independently.

### **Ability to:**

- Perform mechanical repair on equipment and vehicles;
- Operate machines, tools and equipment such as a drill press, metal lathe, welders and welding equipment, grinders, micrometers and various meters;
- Skillfully use modern diagnostic equipment including oscilloscopes and engine analyzers;
- Accurately determine mechanical repair needs;
- Lift heavy objects and perform manual labor;
- Maintain work, time and material records;
- Understand and follow oral and written instructions;
- Communicate effectively, both orally and in writing;
- Write clearly and document diagnosis of equipment; and
- Establish and maintain cooperative-working relationships with those contacted in the course of work; display respect, courtesy and tact.

**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, skills and abilities would be:*

### **Experience:**

Completion of a recognized automotive apprenticeship or technical school training program, followed by three (3) years of journey level experience in the maintenance and repair of automobiles, buses, trucks or other mechanical equipment; OR an equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the work.

### **Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in automotive or diesel maintenance and repair or a related field is desirable.

### **Required Certifications and Licenses:**

Possession of or ability to obtain an appropriate valid CDL driver's license with passenger endorsement.

Must possess and maintain a valid Nevada driver's license.

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## **MECHANIC, continued**

Automobile Service Excellence (ASE) certification is preferred.

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, stamina, and agility to frequently sit, lie on back, and perform repair tasks; to be in awkward positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100 pounds. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity to sufficiently be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines and motors.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Working Conditions:** *Work is performed under the following conditions:*

Most of the work is performed in a garage facility and/or outside. Frequent exposure to outside conditions such as extremes of hot and cold, wet and/or humid conditions, dust, grease, fumes, and toxic or caustic chemicals. Incumbents frequently work near moving mechanical parts and are exposed to working near or around loud engine noises. Frequent exposure to petroleum product vapors as well as skin contact with petroleum products. Occasionally assigned to work independently in isolated geographic areas.

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## MECHANIC, continued

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting			X	
Crawling	X			
Kneeling		X		
Reaching above the body		X		
Reaching away from body		X		
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)		X		
Balancing	X			
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:		X		
Heavy Equipment			X	
Vibrating Equipment		X		
Power Tools			X	
Machine/Electrical Hazards	X			
Ladders > 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
<b>Work Conditions:</b>				

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High Noises			<b>X</b>	
Heights	<b>X</b>			
Confined Spaces	<b>X</b>			
Heat Stress	<b>X</b>			
Cold Stress	<b>X</b>			
UV Exposure	<b>X</b>			
Hazardous Chemicals/Waste		<b>X</b>		
>8 Hours Per Day	<b>X</b>			
Overtime/Irregular Hours	<b>X</b>			
<b>Senses:</b>				
Eyes				<b>X</b>
Visual Demanding Work		<b>X</b>		
Near Vision			<b>X</b>	
Far Vision			<b>X</b>	
Depth Perception	<b>X</b>			
Basic Color Discrimination				
Audio Arms				
Ability to Smell	<b>X</b>			

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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