

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**MECHANIC**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Garage & Transportation	B/2/2	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Mechanic is the third level in a four level series. Incumbents are responsible for troubleshooting and performing journey-level repairs on gas and diesel engines and related systems for vehicles including those more than 10,000 lbs. G.V.W. and, as assigned, may drive a school bus.</p> <p>Duties include activities such as performing preventative maintenance on buses and other District vehicles; conducting vehicle emissions tests; diagnosing and repairing electrical, mechanical, braking, and air conditioning problems with vehicles including those more than 10,000 lbs. G.V.W.</p> <p>The Mechanic is distinguished from the Mechanic Lead in that the former has responsibility for repairing vehicles including those more than 10,000 lbs. G.V.W. and the latter assigns and monitors the work of other mechanics.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Diagnoses and repairs electrical, mechanical, braking, and air conditioning problems in vehicles including those more than 10,000 lbs. G.V.W. and completes related documentation.	Daily 55%	B/2
Performs preventative maintenance and repairs District vehicles including those more than 10,000 lbs. G.V.W. replacing glass, repairing seats, changing belts and hoses, and repairing or replacing brake jobs.	Daily 20%	A/1
Performs vehicle emissions tests; and serves as a backup bus driver.	Monthly 5%	A/1
Performs school bus safety inspections in accordance with State and other government standards.	Annually 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



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**Training And Experience:**

High School Diploma or GED, vocational training in an approved automotive program, and two years experience repairing gas and diesel engines and related systems for vehicles less than and more than 10,000 lbs. G.V.W. are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- AZ Commercial Driver's License with P&S endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate;
- AZ Environmental Quality Emissions Inspector License with fleet endorsement;
- Environmental Protection Agency (EPA) (CFC-12) Freon License.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Vehicle maintenance and repair practices and techniques;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating vehicle maintenance and repair equipment and tools;
- Driving a school bus;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



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**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

