

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MECHANIC TECHNICIAN

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	B/2/1	Nonexempt

CLASS SUMMARY:

The Mechanic Technician is the second level in a four level series. Incumbents are responsible for troubleshooting and performing repairs on gas and diesel engines for vehicles less than 10,000 lbs. G.V.W. and, as assigned, may drive a school bus.

Duties include activities such as performing vehicle fluid inspections; repairing seats and glass; fueling buses; picking up and delivering vehicles for emissions testing, inspecting and rotating tires, performing front-end alignments; cleaning the shop, conducting inventory spot checks, and coding items for storage; and receiving and checking shipments.

The Mechanic Technician is distinguished from the Mechanic in that the former has responsibility for repairing vehicles less than 10,000 lbs. G.V.W. and the latter performs repairs on all vehicles including those over 10,000 lbs. G.V.W.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
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Diagnoses and repairs electrical, mechanical, braking, and air conditioning problems in vehicles less than 10,000 lbs. G.V.W. and completes related documentation.

Daily 55%	B/2
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Performs preventative maintenance and repairs District vehicles including replacing glass, repairing seats, changing belts and hoses, and repairing or replacing brake jobs.

Daily 20%	A/1
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Assists in parts processing and inventory, shop cleanliness, and serves as back-up bus driver.

Monthly 10%	A/1
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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 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.



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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;
- Setting and repairing irrigation systems;
- 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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

