



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

MECHANIC SHOP OPERATOR

DEFINITION

Under general supervision, to operate the District vehicle maintenance shop; to perform advanced-level skilled work in maintaining, diagnosing, and making repairs to gasoline and diesel vehicular equipment, such as buses, trucks, and other mechanical equipment; to research, locate, purchase and account for vehicle supplies and parts; to maintain fleet maintenance records; and to perform related work as required.

CLASS CHARACTERISTICS

This one-position class is responsible for the operation of the District vehicle maintenance shop. Shop operation involves the maintenance of a fleet of school busses in accordance with District, State, and national safety and environmental standards, the repair and maintenance of other vehicular equipment, the performance of highly skilled work in the repair and maintenance of the District motorized equipment fleet, the maintenance of bus repair records, the research and purchase of parts and pricing. The incumbent exercises considerable discretion in making repairs to ensure that work is completed in a timely manner and that established standards of work are followed.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Diagnose and troubleshoot vehicle operation problems, make electrical and mechanical repairs and installations, such as overhauling and adjusting timing systems, tuning-up gasoline and diesel engines, replacing and adjusting bearings and valves, adjusting ignition and carburetors, relining and adjusting air and hydraulic brakes, turning drums, and aligning tires. Remove and replace light bulbs and wind shield wipers. Check, remove, and replace seals, filters, gaskets, springs, clamps, belts, hoses, and tubing. Test, charge and replace batteries. Clean battery terminals and add water. Oil and lubricate equipment; check fluid levels and fill, as needed. Mount and dismount tires. Perform acetylene and arc welding. Remove and replace seat covers. Road test vehicles and respond to road calls for disabled vehicles. Schedule and perform preventive maintenance in accordance with established schedules.

Care for and store equipment in accordance with departmental procedures.

Communicate with School Bus Drivers and vehicle users regarding safety concerns, service and repair requests, to troubleshoot problems, to schedule work and to and discuss quality and timeliness of work

Research catalogs to locate materials and parts required for jobs. Project vehicle maintenance supply, parts and tire needs. Contact vendors to investigate parts, tools, and materials availability and pricing; place orders in accordance with supervisory authorization; brainstorm with suppliers to resolve technical repair problems and to locate parts and materials. Receive, store, and account for the use of parts and materials.

Maintain records of vehicle warranties, inspections, service, and repair. Complete periodic reports. Coordinate CHP safety inspections of District vehicles. Serve as responsible employee for Bureau of

Automotive Repair, Air Quality Control Smog Check and reporting to State of California. Maintain hazardous waste records and M.S.D.S. files. Prepare vehicle preventive maintenance schedules. Prepare budget estimates for parts, tools, equipment and supplies.

Coordinate contracted bus and vehicle repairs with approved vendors; inspect completed work and verify pricing for payment. Deliver busses to vendors and pick up upon completion of work.

Read and keep abreast of trends, new materials and equipment, and the codes and regulations controlling the work of the team and assure compliance with federal, state and local codes and appropriate safety procedures.

Follow environmental requirements in the disposal of regulated substances.

Operate District vehicles. Travel to accident sites.

Wear identification and protective clothing and use safety equipment and devices.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

QUALIFICATIONS

Knowledge of:

Vehicle maintenance and inventory record keeping methods.

Tools, equipment, and procedures used in the service, overhaul, repair, and adjustment of motor equipment and of fuel, electrical, and braking systems.

Methods and procedures used in the repair, overhaul, and adjustment of heavy duty automatic transmissions.

Shop mathematics applicable to mechanical trades.

Provisions of the California Motor Vehicle Code, the Education Code, and District regulations applicable to the operation of vehicles in the transportation of students and the operation of District vehicles.

The school district and surrounding area.

Operation of school busses and trucks.

Basic first aid.

Appropriate safety precautions and procedures.

Ability to:

Plan and lay out the work of vehicle maintenance shop staff.

Perform journey level gasoline and diesel heavy equipment fleet maintenance and repair.

Understand practices and procedures of the automotive repair trade and apply them appropriately.

Use with skill the tools, test equipment, equipment, and materials of the automotive maintenance trade.

Perform accurate measurements and shop mathematics.

Plan and lay out minor fabrication, welding, soldering and brazing.

Work from technical manuals, wiring diagrams, schematics, specifications, and catalogs.

Maintain comprehensive and accurate records of vehicle maintenance and repair and shop inventory and prepare routine periodic reports, learning and using record keeping and communication technology available in the department.

Read test instruments, meters, and gauges.

Maintain tools and equipment used in assigned in clean working order.
Operate a vehicle observing legal and defensive driving practices.
Read, write, and converse in English.
Understand and carry out oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience equivalent to graduation from high school supplemented by specialized training in gasoline and diesel light and heavy fleet service and repair work and at least one year of advanced journey level experience performing gasoline and diesel light and heavy fleet service and repair work, and completion of technical trades school, a formal apprenticeship, or on the job training leading to journey-level skill and knowledge in the trade.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print
Use peripheral vision

To perform tasks such as to:

Read technical manuals and catalogs;
Operate district vehicle in keeping with defensive driving practices

Hearing: (which may be corrected)

Hear spoken voice

Hear sounds which warn of potential danger

Analyze sounds of equipment operation

Have tolerance to be exposed to noisy conditions

To perform tasks such as to:

Talk with vehicle users in an environment of engine noise
Use and maintain power equipment and identify malfunctions
Determine operating efficiency and need of repair
Work around engine noise for extended periods

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

To perform tasks such as to:

Coordinate activities, maintain safety, confer with site staff, and contact vendors

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

To perform tasks such as to:

Install, repair, operate, and maintain equipment and manipulate small objects, manipulate necessary tools, parts, and hoists

Load, unload, and transport necessary tools and materials; install and remove tires

View machinery, equipment, and fixtures from different angles, and work in small spaces

Lower Body Mobility:

Walk on uneven terrain and on even surfaces
Climb stairs
Bend at waist
Crawl
Stoop
Stand for prolonged periods of up to one hour
Sit for periods of 15 minutes or longer

Step over objects

Strength:

Lift, push, pull, and/or carry objects which weigh as much as 100 pounds on an occasional basis

Stamina:

Stand and perform heavy labor for full shift

Smell:

Distinguish strong odors

Environmental Requirements:

Exposure to sun, rain, and wind without effective protection
Exposure to harsh chemicals/toxic conditions
Work around dirt/dust/sewage
Work independently

Work cooperatively with others

Mental Requirement:

Read, write, understand interpret, and apply moderately complex information

Math skills at high school proficiency level

Judgment

Learn quickly and follow verbal procedures and standards

Decision-making

To perform tasks such as to:

Work on vehicles in shop and on road side
Board school bus
Pick up tools and materials
Get under and around vehicles
Work on tires
Make vehicle repairs
Perform record keeping; call vendors to place orders make repairs at or near floor area
Make equipment accessible

To perform tasks such as to:

Perform diesel engine overhaul, lift tires and brake drums

To perform tasks such as to:

Make vehicle repairs

To perform tasks such as to:

Identify smell of burning equipment

To perform tasks such as to:

Work outside to make vehicle repairs

Work with cleaning chemicals and solvents
Clean sewer and drain lines
Complete tasks where two workers are not required
Coordinate tasks with other trades personnel and site staff

To perform tasks such as to:

Read and interpret technical manuals and catalogs

Plan major repairs and purchases, calculate costs, understand technical manuals, and make measurements
Plan projects; assign work; inspect work of staff and contractors; determine priority of work requests
Comply with district standards for scheduling work, comply with CHP and environmental regulations
Choose an appropriate from a range of possible solutions