



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

MECHANIC

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, ensure District vehicles and equipment are in safe operating condition; determine needed repairs and/or replacements on vehicles and equipment; overhaul and maintain of a variety of small engine, gasoline/diesel powered motorized and electrically powered equipment; perform semi-skilled and skilled service in assisting other mechanical service and operational personnel; perform required repairs and preventive maintenance; provide written and electronic documentation of repairs to meet District, State and federal requirements; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES

- Perform a variety of skilled duties involved in the mechanical maintenance and overhauling of small engine, gasoline/diesel powered motorized and electrically powered equipment.
- Inspect diagnoses and repairs mechanical defects on electrically powered equipment, and a variety of small engine, gasoline and diesel-powered, including tractors, mowers, pumps, golf carts, sprayers, grounds/custodial equipment and other motorized equipment.
- Perform skilled mechanical work in the inspection, diagnosis, maintenance and repair a variety of large and small diesel, gas, electric vehicles and other alternative fueled or powered vehicles and equipment; ensure vehicular compliance with applicable laws, codes and regulations.
- Adjust, repair and maintain air and hydraulic brake systems; adjust and reline brakes; perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on vehicles and equipment; rebuild or replace engines as appropriate
- Repair and adjust clutches, pumps, carburetors, universal joints, gears and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed; install wiring as necessary.
- Perform scheduled preventive maintenance safety checks and inspections; ensure compliance with State regulations, smog standards and other requirements as assigned.
- Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; ensure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; check and replenish air levels of tires; replace tires as needed.
- Inspect, diagnose, repair and maintain vehicle lighting, air conditioning, lubricating, emission, electrical and cooling systems as assigned; test and repair electrical circuits and components; replace seats and other interior components as needed.
- Operate and maintain a variety of hand and power tools, lifts, jacks, stands, testers, meters, presses and grinders; utilize computerized and specialized equipment in the testing, diagnosis and repair of vehicles and equipment; drive a vehicle to conduct work.
- Maintain a variety of records related to safety inspections, maintenance activities, repairs, inventory and assigned duties utilizing approved computer applications and programs; maintain shop and work areas in a safe, clean and orderly condition.

- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and/or work orders and reports generated by computer applications.
- Train, coordinate and provide work direction to assigned grounds personnel.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Perform electrical and acetylene welding, brazing and soldering to design, fabricate, modify and install various vehicle components; operate related welding equipment.
- Communicate with other District department staff, personnel, contractors and outside agencies to exchange information and resolve issues or concerns.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in the maintenance and repair of a variety of electrically, gasoline and diesel-powered motorized equipment including large and small mowers.
- Principles and theories of the internal combustion engines and hydraulics.
- Legal mandates, policies, regulations and guidelines pertaining to the repair, overhaul and maintenance motorized equipment.
- Principles of welding and metal fabrication.
- Safe working methods and procedures.
- Operation of hand and power tools and equipment.
- Diagnostic procedures for vehicles and equipment.
- Basic recordkeeping techniques.
- Training principles and techniques.
- Oral and written communication skills.
- Proper lifting techniques.

ABILITY TO:

- Diagnose and locate mechanical and electrical malfunctions and defects.
- Perform skilled small engine gasoline, diesel, and electrically powered equipment repair, overhaul and maintenance functions.
- Operate a variety of equipment utilized in the repair and maintenance of gasoline, electrically and diesel-powered motorized vehicles and equipment.
- Interpret mechanical and electrical schematics and diagrams.
- Maintain records, logs and files related to safety, preventive maintenance and work performed
- Train, coordinate, organize and direct the work of assigned grounds personnel.
- Understand and carry out oral and written directions.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative working relationships.
- Communicate effectively, both orally and in writing.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree; supplemented by required training or course work in gasoline, electric motor, diesel powered motorized equipment repair, overhaul and maintenance.

EXPERIENCE:

Two years of experience as a journey level gasoline powered small engine, electric motor and automotive mechanic. Recent job-related experience within the last 5 years is required.

LICENSE, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 75 to 100 pounds of force to lift, carry, push, pull, or otherwise move objects.
- May ascend and descend ladders, stairs and ramps.
- Will walk, stand, stoop, bend, crawl and recline for extended periods.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate equipment, use hand tools, and to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to chemical fumes, dust, odors and vapors such as gasoline and diesel fuel. Exposure to excessive noise. Working in a cramped or restrictive work chamber. Working around or with machinery having moving parts. Exposure to hazardous materials. May occasionally experience hot, cold, wet, humid or windy conditions, caused by weather.

Revision Date: 2/1/2024