

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: MECHANIC, VEHICLE MAINTENANCE**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Performs skilled and semi-skilled maintenance and repair of school buses (diesel and gasoline), vehicles and other equipment. Employees in this classification receive general supervision from a supervisory level of his/her designate and within a framework of standard policies and procedures. This classification exercises responsibility for the efficient repair and maintenance of the County Office's equipment. This classification performs technical skilled and semi-skilled tasks at a journey level of the classification.

**ESSENTIAL AND TYPICAL DUTIES**

Performs skilled and semi-skilled maintenance and repair of buses, trucks, vans, automobiles, and other equipment

Inspects and diagnoses mechanical defects and determines corrective action required to repair such defects; and communicates daily with bus or vehicle drivers concerning the condition of their vehicle

Performs safety checks and operational tests on buses, autos, vans, and other equipment

Repairs bodies and fenders and does painting as required

Performs welding and fabrication work

Maintains preventive maintenance records and files

Operates and maintains a variety of shop tools and equipment

Provides any needed specialized equipment for each vehicle to serve students with special needs

Maintains an inventory of parts and supplies

Prices work orders; and reviews invoices from vendors

Performs other related duties as required.

**EMPLOYMENT STANDARDS**

Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirement

Knowledge of:

Proper methods, materials, practices, equipment and tools commonly used in the maintenance and repair of school buses, trucks, vans, automobiles and other passenger vehicles

Operation and repair characteristics of school buses, trucks, vans, automobiles and other mechanically operated equipment

Safety rules and regulations as they pertain to mechanical servicing repair

Gasoline and diesel engines and their operation

Gas and electrical welding as applied to mechanical repairs

Ability to:

Understand and follow oral and written instructions

Diagnose, determine appropriate parts and repairs needed, and repair a variety of vehicle and mechanical malfunctions

Safely use and operate the tools, machines, and equipment associated with the mechanic trade

Test drive school buses, trucks, vans, and automobiles

Communicate effectively in oral and written form

Perform arc and gas welding

Maintain appropriate maintenance records and files

Perform body and paint work

Meet the physical requirements necessary to successfully perform required duties

Obtain a California State certification in assigned inspection areas such as smog, brake, lamps, etc. or an appropriate Communications Operators Certificate, as necessary

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION AND EXPERIENCE**

Generally, the required knowledge and abilities will have been acquired during sufficient years of experience to acquire journey level status as a bus, truck, automobile and vehicle mechanic.

BARGAINING UNIT: Operations Support Services (OSS) Unit

WORK ENVIRONMENT: Indoor and outdoor work environment; subject to noise from bus, truck and vehicle operation; regular exposure to fumes, dust, dirt, oil/grease; subject to driving a vehicle to conduct work.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; walking over rough or uneven surfaces; lifting heavy objects weighing up to 100 pounds; bending at the waist; kneeling or crouching.

Personnel Commission Approval: 08/27/84

Revised: 06/25/85; 11/10/88; 01/27/05; 06/08/05