



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Motor Pool Mechanic	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	37	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Transportation Supervisor or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform skilled and semi-skilled maintenance and repair of the District's diesel and/or gasoline powered buses, vehicles, grounds, and other mechanical equipment at a full journey level. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires technical and specialized knowledge of the repair/maintenance characteristics of gasoline and diesel powered engines and functions at a full journey level of classification. May be required to drive buses for District trips on an as-needed basis.

TYPICAL DUTIES

- Performs skilled mechanical maintenance and repair of District buses, vehicles, grounds and other mechanical equipment.
- Performs minor and major maintenance/servicing of gasoline and/or diesel powered engines.
- Inspects and diagnoses mechanical defects and determines corrective action required to repair such defects.
- Estimates costs, materials, and parts needed for repairs.
- Performs automotive electrical system inspection and repair work.
- Rebuilds, repairs, and adjusts pumps, cylinders, control valves, motors, and related components.

POSITION DESCRIPTION**POSITION TITLE: Motor Pool Mechanic**

- Makes necessary repairs such as overhauling and tuning engines; replacing, adjusting, and repairing transmissions; replacing, overhauling, and adjusting bearings, ignitions, and carburetors.
- Relines, adjusts, and overhauls brakes.
- Repairs suspension systems.
- Performs safety checks and operational tests on District buses, vehicles, and other equipment.
- Performs welding and fabrication work.
- Prepares mechanical maintenance records and documentation on completed jobs.
- Makes emergency road calls as needed.
- Performs routine servicing of vehicles and/or equipment including lubrication, oil changing, battery maintenance, tire changing, and replacement of hoses/belts.
- Maintains shop in clean and orderly condition.
- May oversee the operations of the shop in absence of the supervisor.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Methods, materials, practices and tools of the mechanic trade.
- Operation and repair characteristics of school buses, vehicles, and other mechanically operated equipment.
- Safety rules and regulations as they pertain to mechanical servicing and repair work.
- Gasoline and diesel engines and their operational and repair characteristics.
- The repair and servicing of transmissions.
- Gas and electrical welding as applied to mechanical repairs.

POSITION DESCRIPTION

POSITION TITLE: Motor Pool Mechanic

Ability to:

- Understand and follow oral and written instructions.
- Diagnose and repair a variety of vehicle and mechanical malfunctions.
- Safely use and operate the tools, test equipment, machines, and equipment associated with the mechanic trade.
- Maintain appropriate maintenance records and files.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS

Education/Experience Required:

- Two years of experience as a journeyman mechanic.
- Graduation from an accredited high school or equivalency.
- Class A or B California Driver's License with passenger and school bus endorsement and California school bus certificate or the ability to obtain within one year.

Possession of:

- A valid and appropriate California Driver's License.
- A safe driving record.

APPROVALS

Date Created/Revised: 02-1988/09-1995/04-20-2016

Cabinet Reviewed: 5-10-2016

Board Approved: 5-11-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)