



PERSONNEL COMMISSION

Class Code: 3310
Salary Range: 31 (C2)

HEAVY TRUCK/BUS/AUTOMOTIVE MECHANIC

JOB SUMMARY

Under general supervision, inspect, diagnose, maintain and repair District vehicles and heavy equipment including gasoline, diesel and alternative fueled engines in trucks and school buses; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Perform mandated periodic inspections of school buses, trucks and trailers that include brakes, seats, tires, suspension, steering gear, chassis, coolant, lighting, electrical, and exhaust systems; make repairs and adjustments as needed. **E**
- Perform assigned regular preventative maintenance on vehicles and equipment, such as lubrication, changing tires, oil and filters, coolants and other fluids; repair mechanical, electro-mechanical and electrical malfunctions on trucks, automobiles, boom trucks, skip loaders and mobile classrooms. **E**
- Remove and replace parts and materials on devices such as carburetors, transmissions, differentials, alternators, starters, headlights, ignition and fuel systems and pumps using power and hand tools. **E**
- Inspect engines for leaks; inspect drive belts, throttle cables and linkages, lift gates and hydraulic systems; inspect and repair hydraulic, air and electric brake systems; inspect and repair windows on buses and trucks; perform engine overhauls. **E**
- Perform arc and acetylene welding on truck and trailer parts and brazing on lighter metal. **E**
- Inspect and repair other equipment such as forklifts, generators, air compressors and the hydraulics systems. **E**
- Perform gasoline, diesel and alternative fueled engine diagnostics and tune-ups. **E**
- Determine and requisition parts, supplies and materials needed for repair or replacement. **E**
- Respond to road calls for buses, trucks and other vehicles; make repairs or arrange for towing to the District or other repair facility; drive passengers from road calls and accident scenes as needed. **E**
- Communicate on two-way radio system with District drivers as needed. **E**
- Keep records of the labor and materials on the work performed; enter and update work orders in assigned fleet maintenance software system. **E**

- Operate On-Board Diagnostic (OBD) readers and scanners; read and interpret schematics and diagrams; read automotive and diesel shop manuals. *E*
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. *E*
- Attend a variety of meetings, workshops, trainings related to assigned activities to maintain current knowledge of technological advances in field of specialty. *E*
- May be required to answer telephone and respond to emergencies in the absence of the usual supervisory employees.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Heavy Truck/Bus and Automotive Mechanic performs journey-level work in the inspection, diagnosis, repair and maintenance on heavy-duty vehicles and other types of equipment with gasoline, diesel, or alternative fueled engines. Incumbents have exclusive assignments to work on school buses and diesel engines in a variety of District vehicles. Incumbents also do repair work on other equipment such as forklifts, skip loaders and grounds maintenance equipment. A Heavy Truck/Bus Automotive Mechanic refers to diagrams and manuals to diagnose and test electronic devices on vehicles and uses instruments and gauges to test the operation of such devices. An incumbent may exercise lead responsibilities in the automotive shop in the absence of other supervisory employees.

EMPLOYMENT STANDARDS

Knowledge of:

Diagnostic procedures, tools and instruments for heavy-duty vehicle and equipment maintenance, adjustment and repair including On-Board Diagnostic (OBD) readers and scanners.

Operation theory and principles of gasoline, diesel, and alternative fueled engines, transmissions, differentials, compressors and other components of vehicular equipment. Shop mathematics applicable to mechanics trades.

Record keeping.

Health and safety regulations for vehicles and related equipment.

Operation of a computer and assigned software.

Techniques and practices of maintenance and repair of heavy and gasoline, diesel and alternative fueled engine vehicles and equipment.

Ability to:

Diagnose, repair and maintain a variety of gasoline, diesel and alternative fueled engines and related equipment.

Perform gasoline, diesel and alternative fueled engine tune up and overhaul.

Diagnose and repair hydraulic, air and electric brakes.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate specialized tools, computerized diagnostic and electronic instruments and equipment in the repair or servicing of vehicles including On-Board Diagnostic (OBD) readers and scanners.

Use hand and power tools such as drills, grinders, hydraulic lifts, torque wrench, volt-ohm meter, punch, chisel, and arc and acetylene welding devices in the performance of repair work.

Read and apply information from diagrams, schematics and repair manuals.

Distinguish colors of electrical wires.

Understand and follow oral and written directions.

Drive buses and trucks safely and defensively.

Direct and train other employees.

Establish and maintain effective working relationships with others.

Education and Training:

Graduation from high school or equivalent and completion of a recognized heavy-duty mechanic apprentice training program of at least three years duration.

Completion of one or more of the National Institute for Automotive Service Excellence (ASE)_Medium-Heavy Truck Certification T Series or School Bus Certification S Series tests is desirable.

Experience:

Three years at the journey level maintaining and repairing buses and heavy-duty trucks including gasoline, diesel and alternative fueled engines. Lead or supervisory experience is preferred.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid California Class B driver's license with passenger and air brake endorsements within six months of employment. A valid California Class A driver's license is desirable.

Under Federal law those individuals required to possess a commercial driver's license shall be subject to alcohol and controlled substance testing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, chemicals and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

An incumbent is required to furnish and maintain personal hand tools as indicated on the District tool list.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Vehicle and equipment repair shop.
Subject to emergency call out.
Noise from equipment operation.
Exposure to fumes, vapors and solvents.
Chemicals and fluids.
Working around machines with moving parts.

PHYSICAL DEMANDS

Pulling, pushing, lifting and carrying objects weighing up to 60 pounds.
Walking or standing for extended periods of time.
Bending at the waist, kneeling and crouching.
Stretching and reaching overhead and horizontally.
Dexterity of fingers and hands to operate hand and power tools and equipment.
Seeing observe and perform repairs and distinguish the colors of wires.
Hearing to detect air leaks or unconventional noises from engines or other vehicle components.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/21/1996
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