



JOB DESCRIPTION

TITLE:	EQUIPMENT MECHANIC
REPORTS TO:	EXECUTIVE DIRECTOR OF TRANSPORTATION
TERMS OF EMPLOYMENT:	12 MONTHS
SALARY RANGE: CLASSIFIED SALARY SCHEDULE 11-C	\$28.79 - \$39.26 EMPLOYER/EMPLOYEE PAID \$24.22 - \$33.03 EMPLOYER PAID PERS
BENEFITS:	Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

The Equipment Mechanic performs journey level work in the maintenance and repair of the District's school buses, support vehicles, and various maintenance equipment to assure their safe, effective and efficient operation with no interruptions to the educational and support programs with school bus vehicles safety, the primary concern.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Determine the cause and extent of component or system failure through test drives, pressure and temperature checks, disassembly, inspection, use of diagnostic equipment, and reference to technical manuals, service information bulletins, blueprints and schematics.
- ★ Repair and/or rebuild brake systems. Replace brake shoes and pads; turn drums and rotors, rebuild master cylinders, wheel cylinders, brake lines, hoses and power boosters. Maintain and overhaul air brake systems to include air compressors, governors, reservoirs, air dryers, control valves, brake chambers, and air distribution systems.
- ★ Remove and replace front steering axles, adjust wheel alignment, replace king pins, and spindles, repair or replace springs, pins, bushings, axles, spring shackles, mounts and shocks. Replace tie rod ends, drag links, idler arms, and ball joints. Repack steering cylinders and rebuild power steering pumps.
- ★ Perform hydraulic system service, diagnose and repair leaks; replace or fabricate hoses, fittings, and O-ring seals; rebuild or replace hydraulic pumps and motors; repair or replace hydraulic control valves, cylinders and rams. Repair and/or rebuild power distribution systems; make adjustments and replace gaskets, oil seals, fittings and lines.
- ★ Diagnose and repair drive axles, including differentials, driveline assemblies, U-joints, power take-off units, transfer cases, and drive housings. Remove and replace exchange assemblies as needed.

- ★ Diagnose and repair automatic and manual transmissions, including electronically controlled units. Make repairs as necessary including seals, gaskets, replacing subassemblies, and test function of repaired assemblies. Remove and replace exchange automatic and manual transmissions as needed. Repair or replace clutch assemblies and linkages.
- ★ Perform electrical system service including diagnosis, repair, replacement, and adjustments to electrical components such as batteries, alternators, starters, ignition systems, relays, regulators, switches and wiring. Fabricate cables, wiring loom assemblies, and support structures. Use manual and electronic test equipment as required.
- ★ Diagnose and repair diesel, gasoline and alternate fueled engines, including those that are either electronically or mechanically controlled. Check, adjust and calibrate engines to original performance level; replace injectors, repair/rebuild/or replace carburetors, distributors, and ignition systems. Adjust valves; inspect and replace filters; check pressures; disassemble and clean external and internal parts for inspection; repair cylinders, replace cylinder liners, pistons, crankshafts, camshafts and connecting rods; replace bearings; reassemble engine and/or components. Diagnose and replace electronic and mechanical control assemblies, and ensure parts that are used are equal to manufacturer's specifications. Repair or replace cooling and heating system components, including water pumps, radiators, interior heater assemblies, intercoolers, and hoses.
- ★ Perform repair and fabrication welding using oxy/acetylene, mig or stick welding processes.
- ★ Perform all different phases of tire work.
- ★ Prepare work orders, record parts and supplies used, and keep an accurate account of work hours.
- ★ Inspect and make repairs on all aspects of School Board automotive vehicles and equipment; assure vehicles conform with established standards for passenger vehicles; complete related maintenance records.
- ★ Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment and a variety of power and hand tools.
- ★ Perform emergency road repairs and test-drive buses and other vehicles to ensure they are in safe operating condition.
- ★ Assist other mechanics as directed; assist in inventory maintenance as required.
- ★ Maintain work area, equipment and tools in a safe, clean and orderly condition. Recommend purchases of needed parts, supplies and tools.
- ★ Perform other incidental tasks consistent with the goals and objectives of this position.
- ★ Perform maintenance procedures and services in accordance with prescribed timelines; notify Shop Forman when maintenance procedures and services are outside those parameters.

NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

WORK CONTACTS

Frequent contact with bus drivers, department and District staff.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Methods, materials, tools, and equipment used in the maintenance and repair of equipment powered by internal combustion engines, including diesel powered buses, chassis and air brake systems; proper shop safety procedures and safe vehicle operation. Safe driving methods, practices and procedures, applicable laws, codes, rules and regulations related to pupil transportation.

ABILITY TO

With or without reasonable accommodation, the employee must be able to:

- ★ Perform skilled automotive maintenance and repair work.
- ★ Operate a wide variety of hand and power tools, precision measuring instruments, hydraulic lifts and safety equipment.
- ★ Locate and diagnose mechanical defects.
- ★ Maintain accurate records; drive motor vehicles safely, and understand complex mechanical systems.
- ★ Drive a school bus.
- ★ Read and understand service manuals and other available service data.
- ★ Keep accurate records of repair and service operations.
- ★ Follow oral and written instructions accurately.
- ★ Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ★ Operate a computer.
- ★ Prepare written and verbal reports.
- ★ Meet deadlines.
- ★ Prioritize daily tasks.
- ★ Communicate clearly and concisely, both orally and in writing.
- ★ Establish and maintain effective working relationships with those contacted in the course of work.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed under the supervisor of the Director of Transportation, and technical supervision from the Shop Foreman. The Director of Transportation will annually evaluate the performance of the Equipment Mechanic. The employee is expected to exercise initiative and good judgment in planning and organizing work, completing assignments and handling routine and unusual problems. Work is reviewed through conferences and reports for results achieved.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate controlled shop setting to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Shop equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES ☐ NO ☒

ACCEPTABLE EXPERIENCE AND TRAINING

Completion of a recognized automotive apprenticeship or technical school training program, followed by three (3) years' of journey level experience in the maintenance and repair of automobiles, buses, trucks or other mechanic equipment; or an equivalent combination of education, training and experience that provides the knowledge, skills and abilities to perform the work.

LICENSES/CERTIFICATES

Must possess and maintain a valid Nevada driver's license. Possession of or the ability to obtain and maintain a Class B Commercial Driver's License with appropriate endorsements may be required. ASE certification is preferred. Employee working in this classification may be asked to work varied shifts/hours, possibly weekends, and in inclement weather.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. These physical standards are generic in nature and tasks may vary dependent on specialized department assignment:

- ★ While performing the duties of this job, the employee regularly works near moving mechanical vehicle parts and equipment. The employee frequently works with toxic or caustic chemicals such as petroleum products, degreasers, gas, diesel fumes, paint sprays; and may work in awkward or restrictive work spaces. The employee must be able to meet deadlines with severe time constraints. This position may be high volume at times, and the employee may work without direct and/or constant supervision. The employee must also be able to drive a vehicle/bus during adverse weather conditions and through traffic hazards to provide emergency road service to disabled buses and vehicles; and transport pupils to and from school. There is also exposure to fumes, dust, odors, oil and/or grease. The noise level in the work environment may vary from loud to very loud.
- ★ Ability to lift, pull or otherwise move objects up to 50 pounds without assistance. The physical demands of this position also include frequent lifting, pushing, pulling and/or moving up to 100 pounds. The employee must be able to stand, and walk for a full work day; sit for extended periods of time when operating a school bus; work lying on his/her back while under vehicles; grip, maneuver, safely operate machinery and equipment necessary to make repairs on District vehicles. The ability to reach overhead, above the shoulders and horizontally with hands and arms is required as is bending at the waist, stooping, kneeling and crouching to inspect buses or vehicles. Dexterity of hands and fingers to operate power tools and equipment is required as is some climbing of ladders and frequent climbing of stairs. Specific vision abilities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee must be able to hear and speak to exchange information via two-way radio and through personal contact.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____