



CLASSIFICATION DESCRIPTION

TITLE: Auto Mechanic

<u>Title of Immediate Supervisor:</u> Transportation Manager	<u>Department:</u> Transportation	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local 956, Pay Group 16

General Summary or Purpose Of Job:
Diagnoses, repairs and maintains District-owned vehicles, trailers, and maintenance equipment. Performs building maintenance, as required.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Inspects and provides preventative maintenance to all District-owned vehicles, trailers and maintenance equipment. This includes inspecting buses, repairing flats, and maintaining records.	Daily 50%
2.	Diagnoses and repairs all District-owned vehicles, trailers and maintenance equipment. Maintenance equipment includes portable air compressors, generators and welders.	Daily 30%
3.	Provides emergency roadside assistance to all District drivers and maintenance staff.	Weekly 5%
4.	Determines the necessary replacement parts and whether to purchase or fabricate. Welds, drills, saws, sandblasts and provides touch-up painting, as required.	Weekly 5%
5.	Keeps accurate records of the work performed.	Weekly 5%
6.	Drives a school bus, as necessary.	Monthly 5%
7.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

TITLE: Auto Mechanic

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's or equivalent degree or certificate from a two-year college or technical school in automotive and/or diesel mechanics and at least three years work experience in an automotive or heavy equipment shop performing maintenance; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work. A degree or certificate in diesel mechanics is preferred.

Certification or Licensing Requirements (prior to job entry):

Minnesota Class B Commercial driver's license with school bus and passenger endorsements.

Knowledge Requirements:

Requires knowledge of:

- General knowledge of the operation of gasoline and diesel engines.
- Automotive and truck mechanical theory.
- Basic welding techniques, such as arc, braze, and wire-feed.
- Basic first aid and CPR.

Skill Requirements:

Skilled in:

- General mechanical skills, including truck, automotive and building maintenance; shop-cleaning and minor shop repair skills.
- Troubleshooting mechanical problems.
- Skilled in using computer-based diagnostic software applications, such as Fleetmax, International ISIS, International Master Diagnostics Analysis, and OTC programs.
- Written communication skills, such as completing bussing reports on students.
- Ability to use specialized equipment, such as hydraulic presses, saws, and benders.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl			√	



CLASSIFICATION DESCRIPTION

TITLE: Auto Mechanic

Talk and hear			√
Taste and smell		√	
Lift & Carry:	Up to 10 lbs.		√
	Up to 25 lbs.		√
	Up to 50 lbs.	√	
	Up to 100 lbs.	√	
	More than 100 lbs.	√	

General Environmental Conditions:

Work is frequently performed in wet or humid conditions, and near moving mechanical parts when working on or driving buses or automobiles. There is also constant exposure to gasoline and diesel fumes. There is frequent exposure to toxic chemicals when using cleaning solvents. Work is occasionally performed in high and precarious places such as when working on the tops of buses; in outdoor weather conditions, when driving and maintaining buses; where there is a risk of electrical shock when handling automobile/bus batteries and working with automotive electrical systems; and, where vibration is present when using impact wrenches, grinders, and jack hammers.

General Physical Conditions:

Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
Hubs and rotor assemblies sometimes weigh up to 100 pounds.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting