

MECHANIC II GR-8

BASIC FUNCTION

To coordinate, supervise and carry out the maintenance, repair, and modification of a variety of District vehicles, engines and related equipment; to assist with other District maintenance functions as assigned.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and supervise all work done by the District's staff mechanics. Determine priorities for jobs. Schedule and plan jobs. Estimate costs for equipment repair or replacement. Procure necessary materials and parts.
- Supervise the daily activities of one mechanic, as well as student help.
- Perform regular inspections and maintenance of vehicles and equipment, including buses, trucks, cars, tractors, lawn mowers, snowblowers, trailers, and so forth.
- Troubleshoot problems with malfunction vehicles/equipment, and perform necessary repairs, and/or obtain outside assistance as required.
- Add attachments and accessories to vehicles and equipment as needed.
- Perform a variety of vehicle bodywork related to repair of damaged or deteriorating vehicle exteriors.
- Fabricate attachments not readily available to reasonable cost.
- Maintain vehicle mileage and fuel usage records.
- Maintain service and repair records.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Minimal supervision is received from the Director of Property Services.

MINIMUM QUALIFICATIONS

High school education, with training in vehicle mechanics or small engine repair desirable, plus 5 to 6 years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills related to vehicle/engine maintenance and repair, including welding and fabrication.
- Good basic reading, writing and math skills.
- Inspection license.
- Good work planning and management skills, including experience in estimating, parts procurement, and the like.
- Ability to plan and direct the activities of other employees.

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This general outline illustrates the type of work which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.