

# DURANGO SCHOOL DISTRICT 9-R

## JOB DESCRIPTION

**Job Title:** Mechanic  
**Job Family:** Transportation Services  
**Department:** Transportation  
**Typical Work Year:** 12 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 1, 2015, rev. 7/1/18

**SUMMARY:** Repair and maintain all district vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES :** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on departmental needs.*

- |         |     |   |
|---------|-----|---|
| D       | 20% | Troubleshoot and repair engine fuel, exhaust, and electrical systems on diesel and gasoline engines. Operate appropriate machinery, equipment, and instruments. |
| D       | 20% | Troubleshoot and repair chassis, electrical, heating, instrument, and lighting systems. Operate appropriate machinery, equipment, and instruments.              |
| D       | 20% | Troubleshoot and repair air and hydraulic brake systems to CDE and DOT safety specifications. Operate appropriate machinery, equipment, and instruments.        |
| D       | 5%  | Read electrical schematics and shop manuals.  |
| D       | 10% | Utilize computers for engine and transmission system troubleshooting.   |
| D       | 5%  | Evaluate repair costs in cooperation with the Director of Transportation. Communicate with office staff and drivers regarding vehicle problems/status.          |
| W       | 2%  | Perform tune-ups on diesel and gasoline engines.  |
| W       | 2%  | Break down, mount, and balance tires on school district vehicles.   |
| M       | 2%  | Repair body, window, and windshield damage to CDE and DOT safety standards.   |
| W       | 5%  | Serve as an on-call mechanic for after-hour emergency repairs.  |
| A       | 5%  | Overhaul engines, transmissions, clutches, steering mechanisms, and brake systems to manufacturer's specifications.   |
| Ongoing | 4%  | Perform other duties as assigned including drive buses as needed, perform building maintenance, assist with snow removal in the winter                          |

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of five years of experience in vehicle maintenance repairs including medium/heavy duty diesel engines.

### **CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire.
- Colorado Commercial driver's license (CDL) with Class B and P2S endorsement required within one month after entering position.
- Current ASE certification for transit
- Current CDE inspector qualification certificate (including air brake) required within six months of entering position.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced mechanical repair skills.
- Critical thinking and problem solving skills.
- Basic math and computer skills.
- Written communication skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to drive and operate a school bus and other fleet vehicles.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively as a member of a team.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with tire mounting equipment, grinders, welders, torches, and lifting equipment.
- Operating knowledge of car brakes.
- Operating knowledge of engine diagnostics, computers, scanners, and lab scopes.
- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Director of Transportation

**Direct Reports:** This job has no supervisory responsibilities

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                | Amount of |           |            |          |
|-------------------------------------|-----------|-----------|------------|----------|
|                                     | None      | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |           |           |            | X        |
| Walk                                |           |           |            | X        |
| Sit                                 |           | X         |            |          |
| Use hands to finger, handle or feed |           |           |            | X        |
| Reach with hands and arms           |           |           | X          |          |
| Climb or balance                    |           | X         |            |          |
| Stoop, kneel, crouch, or crawl      |           |           | X          |          |
| Talk                                |           |           | X          |          |
| Hear                                |           |           |            | X        |
| Taste                               | X         |           |            |          |
| Smell                               |           |           |            | X        |

| WEIGHT and FORCE DEMANDS: | Amount of |           |            |          |
|---------------------------|-----------|-----------|------------|----------|
|                           | None      | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |           |           |            | X        |
| Up to 25 pounds           |           |           |            | X        |
| Up to 50 pounds           |           |           | X          |          |
| Up to 100 pounds          | X         |           |            |          |
| More than 100 pounds      | X         |           |            |          |

| MENTAL FUNCTIONS: | Amount of |           |            |          |
|-------------------|-----------|-----------|------------|----------|
|                   | None      | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare           |           |           | X          |          |

|                      |   |   |   |   |
|----------------------|---|---|---|---|
| Analyze              |   |   | X |   |
| Communicate          |   |   | X |   |
| Copy                 |   | X |   |   |
| Coordinate           |   | X |   |   |
| Instruct             |   | X |   |   |
| Compute              |   | X |   |   |
| Synthesize           |   | X |   |   |
| Evaluate             |   |   |   | X |
| Interpersonal Skills |   |   | X |   |
| Compile              |   | X |   |   |
| Negotiate            | X |   |   |   |

| WORK ENVIRONMENT:                     | Amount of |           |            |          |
|---------------------------------------|-----------|-----------|------------|----------|
|                                       | None      | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X         |           |            |          |
| Work near moving mechanical parts     |           |           |            | X        |
| Work in high, precarious places       |           | X         |            |          |
| Fumes or airborne particles           |           |           | X          |          |
| Toxic or caustic chemicals            |           |           | X          |          |
| Outdoor weather conditions            |           |           | X          |          |
| Extreme cold (non-weather)            | X         |           |            |          |
| Extreme heat (non-weather)            |           | X         |            |          |
| Risk of electrical shock              |           |           | X          |          |
| Work with explosives                  | X         |           |            |          |
| Risk of radiation                     | X         |           |            |          |
| Vibration                             |           | X         |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) | X        |
| Peripheral vision   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     |                |
| Loud         |                |
| Very Loud    | X              |

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date