

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMM; T**

**Mechanic's Assistant - Continued**

Complete work orders, as assigned; submit parts and material request forms; prepare records related to assigned activities; prepare and maintain a variety of written or electronic logs and records, such as maintenance activities, repairs, materials, and assigned activities.

Maintain repair and service records on District vehicles; maintain parts inventory; pick up parts, as needed; maintain contact with outside vendors and specialists; communicate with district personnel regarding repairs and service records.

Operate a variety of hand and power tools, machines and diagnostic equipment used in the maintenance of vehicles and other equipment.

Assist in the preparation of cost reports by estimating materials and supplies for vehicle repair and prepare safety inspection reports as necessary.

May assist in making emergency and road repair as required; operate equipment on the open road to analyze motor troubles.

Wash District vehicles as assigned; operate and maintain engine steam cleaner; maintain a clean work area.

Operate a computer and associated software.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Tools, equipment, and procedures used in the general overhaul, repair, and maintenance of automotive equipment.

Record-keeping techniques.

Technical aspects of school bus safety.

Proper repair of gasoline and diesel-powered school buses and other vehicles.

Methods used in a program of preventative maintenance for school buses, operation diagnostic

maintenance and repair tools and equipment.

Proper operation of hand tools, power tools, and torque

equipment.

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- Maintain records and reports related to assigned activities.
- Use specialized tools and equipment in performing vehicle maintenance, servicing, and repair.
- Establish and maintain accurate records.
- Work cooperatively and effectively with others.
- Understand and follow oral and written instructions.
- Perform heavy manual labor.
- Operate a computer and software as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent and two years' experience as an automotive mechanic, preferably including work with gas and diesel engines.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class B driver's license with passenger and airbrake endorsement or obtained during the probationary period to road test vehicles as well as drive buses to and from repair site.
- Ability to qualify and maintain qualification for District vehicle insurance coverage.
- Availability to work between the hours of 5:30 a.m. and 5:30 p.m. Shift hours will be assigned upon appointment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to chemical fumes, dust, and odors.
- Working with heavy equipment and machinery with moving parts.
- Availability to work between 5:00 a.m. and 5:30 p.m.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.
- Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception and the ability to adjust focus.
- Hearing and speaking to exchange

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 06/28/90 (Pos eliminated 7/92,  
reinstated 1/96; rev. 2/97);  
06/15 Rev & Reallocated from R19 (Ewing)  
07/23 Revised (EH&A / MGT)