



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Vehicle Mechanic II**
Job Family: **Transportation**
Prepared/Revised Date: **July 25, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **TP50H**
Job Code: **62902**

SUMMARY: Maintain and repair Poudre School District vehicles. Perform safety repairs in accordance with local, state (including Colorado Department of Education), and federal laws, and Poudre School District (PSD) procedures.

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 department or building assignment.*

| Description of Job Tasks | Frequency | % of Time |
|--|--|--|
| | Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Perform preventative maintenance, mechanical and safety repairs including ignition, electrical and wiring issues, braking systems, transmissions, rear end, drivelines and/or chassis subsystems utilizing diagnostic equipment and procedures as needed. | D | 30% |
| 2. Perform annual CDE inspections and inspections of all PSD vehicles in accordance with local, state, and federal laws, and PSD procedures. | D | 25% |
| 3. Record completed work orders including parts used, repairs made, and preventative maintenance performed in maintenance software program. | D | 10% |
| 4. Effectively utilize good customer service skills when dealing with internal and external customers to understand and resolve problems. | D | 5% |
| 5. Rebuild, repair, adjust and troubleshoot air systems including air compressors, air dryers, air lines, etc. Check air valves, relay valves and safety valves and repair as necessary. | D | 5% |
| 6. Perform road test on district vehicles as needed to diagnose problems and verify that appropriate repairs have been completed. | D | 5% |
| 7. Attend work in a timely manner. | D | 1% |
| 8. Install, troubleshoot, and repair two-way radios, AM/FM radios, and security cameras on vehicles. | W | 7% |
| 9. Perform emission tests and analyze, troubleshoot, and repair vehicle emission failures. | W | 5% |
| 10. Perform tire maintenance, repair and replacement. | W | 3% |
| 11. Substitute as a bus driver when necessary. | Q | 1% |
| 12. Perform other duties as assigned. | Ongoing | 3% |
| | TOTAL= | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum of 21 years of age
- Specialized technical courses in automotive mechanics
- Minimum of three years of progressive automotive mechanical experience including medium/heavy duty diesel engines



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Pass Department of Transportation (DOT) physical
- Current Commercial Driver's License (CDL) Class B with P2 and S endorsement within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Successful completion of the District approved physical strength and agility test is required prior to hire
- Preferred or ability to obtain:
 - Valid Colorado State Gasoline Emissions Inspector's License
 - Valid Colorado State Diesel Emissions Inspector's License
 - Valid CDE Annual Inspection and Preventative Maintenance of School Transportation Vehicles certification
 - Valid ASE certification for light duty trucks and school buses

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Skills to maintain and repair gas and diesel engines, drive trains, frames and chassis, brakes, tires, wheels, ignition systems, emission systems, fuel systems including carburetion and fuel injection systems, electrical systems, computer control systems, and pumping and holding systems as per manufacturer specifications and requirements
- Ability to analyze and troubleshoot mechanical problems correctly
- Basic math and writing skills
- Ability to work a flexible schedule as assigned
- Operating knowledge and competence in auto and truck mechanics and the ability to read and understand technical manuals and computer diagnostic equipment
- Ability to provide appropriate tools
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 District approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use diagnostic and maintenance tools
- Knowledge of diagnosing and repairing both gas and diesel engines
- Knowledge of diagnosing and repairing ignition systems, emission systems, fuel systems, and electrical systems
- Ability to operate oxygen-acetylene and mig welding equipment
- Ability to safely operate a school bus



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | |

- Responsible for assisting with planning, addressing complaints and resolving problems, and reporting neglect and/or misuse of District equipment

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | | X | |
| Use hands to finger, handle or feel | | | 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 Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | 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 Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | 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 Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | 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 | | |



| WORK ENVIRONMENT: | Amount of Time | | | |
|----------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 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 | X |
| Very Loud | |