

**LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: VEHICLE MECHANIC I**

**BASIC FUNCTION:**

Perform mechanical repair work, including preventative maintenance on school buses, trucks, and other gas and diesel powered automotive equipment as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance. Vehicle Mechanic II incumbents independently perform body repairs, gas, or diesel engine overhauls and repairs and repair and overhaul electrical systems and transmission overhauls.

**REPRESENTATIVE DUTIES:**

Perform mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.

Inspect and diagnose mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts, and other mechanical equipment; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.

Disassemble motors and repair, adjust, and replace parts; recondition and adjust ignition and carburetor systems; tune engines including injectors and generators; repair, fit and adjust valves, pistons, rings, and bearings; clean, repair, and replace carburetors, fuel pumps, fuel lines, gauges, and electrical wiring systems.

Repair mechanical defects in a variety of vehicles.

Repair and replace alternators, generators, starters, voltage regulators, distributors, and lighting systems; install a variety of parts including batteries, brakes, glass, and door handles.

Grind valves and perform welding; rebuild equipment as needed.

Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.

Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches, and welding equipment and a variety of power and hand tools.

Respond to service calls and perform emergency repairs as needed.

Perform lubrication, oil changes, battery maintenance, tire changes, and servicing of equipment.

Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.

Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies, and tools.

Maintain work area, equipment, and tools in a safe, clean, and orderly condition.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, tools, equipment, and materials used in diagnosis, repair, and maintenance of motorized equipment.

Shop math applicable to vehicle maintenance.

Proper lifting techniques.

Health and safety regulations and procedures.

Use of service manuals.

**ABILITY TO:**

Perform mechanical repair work, including preventative maintenance on school buses, trucks, and other gas and diesel powered automotive equipment as assigned.

Diagnose and repair mechanical and electrical malfunctions and defects.

Operate shop equipment and tools including electronic testing equipment, welders, and lathes.

Read and use mechanical diagrams, repair manuals, and parts catalogues.

Maintain routine records.

Plan and organize work.

Understand and follow oral and written directions.

Work cooperatively with others.

Lift heavy objects.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year experience in general automotive repair.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Kentucky commercial driver's license.