

## JOB DESCRIPTION

Job Title:	Mechanic I, Fleet Maintenance	FLSA Status:	Non-Exempt
Job Family:	Transportation	Pay Range:	19
Pay Program:	Classified	Work Year:	248 days
Prepared/Revised Date:	June, 2024		

**SUMMARY:** Perform scheduled and non-scheduled preventative maintenance and repairs to district vehicles and equipment including trucks, trailers, custodial equipment, automobiles and off-road equipment. Conduct inspections using specific procedures set by District and State requirements.

**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.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform preventative service, preventative maintenance and minor mechanical repairs, including tire repair and replacement services, to gas, electric, and diesel vehicles.	D	40%
2. Perform inspections of vehicles as required by Department of Transportation (DOT), Federal Motor Vehicle Safety Standards (FMVSS), and Federal Motor Carrier Safety Regulations (FMCSR). Perform preventive maintenance inspections as required and specified by vehicle manufacturers and department standards.	D	25%
3. Inspect and service air and hydraulic brake systems (Antilock and standard). Perform safety checks on the park and emergency brake system.	D	10%
4. Troubleshoot batteries, electrical and mechanical problems by using diagnostic equipment, PC software, laptops and hand-held scanners.	D	10%
5. Respond to service calls.	D	5%
6. Inspect equipment systems including frame, steering, suspension, hydraulic and other system components for condition and troubleshoot and repair as necessary.	D	5%
7. Complete gas and diesel emission tests per Colorado Department of Public Health and Environmental Air Pollution Control Division. Analyze, troubleshoot and repair vehicle emission failures.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school or short-term courses in automotive repairs. Prefer completion of 2-year automotive trade school.
- Minimum one year of experience in repair and service of powered equipment, diesel engines and/or medium duty trucks/small vehicles, or combination of education and experience.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

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

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Customer service and public relations skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

- 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.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- None required.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Fleet Manager

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**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 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 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		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
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	X
Loud	
Very Loud	