

FOWLER ELEMENTARY SCHOOL DISTRICT

Job Title: Diesel Mechanic

Classification: Support Personnel Pay Schedule

RANGE: V

Position Summary: This position ensures the availability of vehicles in safe operating condition including determining needed repairs and/or replacements on District vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

Qualifications:

- Demonstrated knowledge of and ability to maintain and conduct routine inspections and maintenance on all District vehicles including but not limited to school buses, vans, cars, trucks while adhering to safety practices; maintaining accurate records; operating tools/equipment used in maintenance of vehicles
- High school diploma or equivalent
- Training in large vehicle maintenance
- Ability to perform basic math calculations, read technical information, compose written documents, facilitating group discussion
- Knowledge of removal/storage of hazardous material
- CDL Class B
- Ability to pass pre-employment physical medical exam

Essential Duties and Responsibilities

- Checks fluid levels, tire pressure and accessory items for purpose of identifying possible leaks/needed repairs, adjusts or replaces parts as necessary
- Diagnoses potential vehicle/equipment malfunctions to determine needed repairs and/or replacements
- Fabricates parts as necessary
- Repairs vehicle systems/components to ensure availability of vehicles in safe operating condition
- Responds to road calls regarding disabled vehicles to perform emergency repairs in the field or determining if vehicle requires towing
- Create and maintain a preventive maintenance schedule; conduct preventive maintenance for all district vehicles on a regular schedule
- Maintain appropriate paperwork in a variety of formats including written and electronic to maintain correct levels of inventory
- Assists other personnel as required or directed
- Responsible for correct use and care of all district tools and equipment
- Responsible for cleanliness of tools and shop area
- Determine warranty work and ensure vehicles are repaired under warranty as required
- Contribute to decision making for shop related expenditures and maintaining budget limits
- Other duties as assigned

Evaluation: In accordance with Governing Board Policy GDO.

Reports to: Director of Transportation