

Job Description

Prepared/Revised Date: **October 2019**

Job Title:	Fleet Mechanic I (entry-level)	Job Code:	1159
Job Family:	Transportation	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	Yes
Work Year:	12 months	Pay Range:	G21

SUMMARY: Perform inspection, repair and maintenance of all district fleet vehicles to include light/medium/heavy duty diesel, gas, propane, and alternative powered school buses, warehouse trucks and support fleet vehicles as well as snow removal equipment and trailers. All inspections and repairs conforming to Colorado Department of Education (CDE), Department of Transportation (DOT), Original Equipment Manufacturers (OEM) and District requirements following all regulations and guidelines per Federal Motor Vehicle Safety Standards (FMVSS) and Federal Motor Carrier Safety Regulations (FMCSR) to ensure quality control and evaluation of preventive maintenance and repair services.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Diagnose and repair all types of vehicles and equipment to include, but not limited to, diesel, gasoline, propane engines, drive-train systems, suspension & steering, heating & cooling systems, airbrakes, wheelchair lifts, GPS, camera systems and etc.	D	48%
2. Perform preventative maintenance and inspections of all fleet vehicles as required by CDE, DOT, FMVSS and FMCSR specified by vehicle manufacturer and fleet service department standards.	D	24%
3. Assist drivers of the proper functions of school buses and fleet vehicles. Communicate with the drivers over 2-way radio with instruction and guidance with mechanical issues. Acts as a technical resource for new fleet mechanics and drivers, including training, demonstrating, and answering questions.	D	5%
4. Diagnoses of electrical and mechanical faults to include troubleshooting engines, transmissions, drivetrain, ABS/traction control/collision mitigation systems, electrical systems, wiring circuit problems, by using diagnostic equipment including DVOM multi-meter, PC based software, laptops and hand-held scanners.	D	5%
5. Complete required forms, paper work and data entry for fleet maintenance records including, but not limited to, repair orders, inspection forms, etc. Enter work orders and report time worked into the fleet management software system.	D	3%
6. Respond to roadside service calls. Diagnosing, repairing and reporting back to supervisor of vehicle break-down situation.	W	3%
7. Fabricate, modify and repair vehicle body and frame constructions using welding and metal working equipment. Make minor body repairs.	W	2%
8. Report on vehicle repair and maintenance progress to supervisor as well as notifying transportation staff of red-tagged buses and fleet vehicles.	D	2%
9. Train, mentor and instruct apprentice fleet mechanics in proper maintenance and repair procedures to include fleet service department procedures.	W	2%
10. Continue ongoing professional development and training to remain current with the rapidly changing automotive and medium duty industry and new technology.	Q	2%
11. Report to work during snow duty as essential personnel to provide support to snow removal staff, plow snow in the transportation lot and prepare vehicles for operations.	Q	2%
12. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Two years of experience in vehicle maintenance repairs including automotive, medium/heavy duty vehicles.

- Diesel or Automotive vocational or college certification preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Commercial driver’s license (CDL) with P2 endorsement required within six months after entering position.
- Must be insurable through the District’s Self Insurance Pool.
- CDE inspector qualification certificate preferred after one year.
- ASE School Bus Air Brake Certificate preferred after one year.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Mechanical repair skills.
- Oral and written communication skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to promote and follow Board of Education policies, District 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:

- Mechanic toolbox with hand-held and specialty tools.
- Operating knowledge of tire mounting equipment, engine diagnostic computers and scanners, lab scopes, grinders, welders, torches, and lifting equipment.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Fleet Manager &/or Transportation & Fleet Operations Director	050503 / 5010

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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			
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	
Loud	
Very Loud	X