JOB TITLE: Vehicle Maintenance Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the Motor Pool Mechanic to maintain and repair District vehicles and equipment to ensure their safe and efficient operation. Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISOR: Transportation Foreperson

TYPICAL DUTIES:

- Assists the Motor Pool Mechanic in performing major tune-ups, repairs and overhauls of District vehicles and heavy equipment.

- Performs safety and operational inspections on District vehicles and equipment.

- Performs preventative maintenance on District vehicles and equipment at regularly scheduled intervals.

- Assists with troubleshooting for minor mechanical malfunctions.

- Performs minor repairs and adjustments to District vehicles and equipment.

- Assists in identifying needed parts to complete repairs.

- Assists with completing required records and documents necessary to comply with State and Federal laws and regulations and District procedures applicable to vehicle maintenance and repair.

- Assists in the maintenance and organization of the shop, parts room, shop equipment and tools to ensure a safe, clean and efficient work environment.

- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Possession of:

- A valid and appropriate class A driver's license.

- A current medical certificate.

- A safe driving record.
Knowledge of:

- The California State Motor Vehicle Code, Title 13 of the California Code of Regulations and District policies and requirements related to the maintenance and repair of District vehicles and equipment.
- Basic methods, materials, tools and equipment used in the preventative maintenance, inspection and repair of District vehicles and equipment.
- Common automotive parts and equipment.
- Safe work practices.

Ability to:

- Read and write at a level necessary to successfully perform the required duties.
- Understand and carry out both oral and written instructions in an independent manner.
- Safely use and operate the tools, machines, and equipment associated with the mechanic trade.
- Diagnose, determine appropriate parts and perform minor repairs to a variety of vehicles and mechanical malfunctions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Work with or without direct supervision.
- Work at heights in excess of ten feet.
- Operate all District equipment including buses, forklifts, trucks, and truck combination vehicles.

Education/Experience:

- Graduation from high school or equivalent.
- Experience in auto and small engine repair; experience or training in heavy duty vehicle and equipment repair.