



JULY 2009
FLSA: NON-EXEMPT

BUS DRIVER / EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs bus driver duties for college students, teachers, and faculty, including making bus routes and trips; performs equipment mechanic duties, maintenance and repair work on equipment, places orders, and maintains records; assists with expediting the delivery of parts and materials; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Utility Maintenance Supervisor. Exercises no supervision of staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a skilled trades-worker classification that is responsible for the operation of the District coach/bus, all equipment, and its respective repair. Typical duties include operating the District coach to transport students and faculty, operating heavy machinery, and repairing and maintaining all District vehicles and equipment. Incumbents in this class may also assist other trades on an as-needed basis. This class is distinguished from other skilled trades-worker classifications in that it is assigned to mechanical operation and repair. This class is further distinguished from the Utility Maintenance Worker classification in that the latter performs unskilled or semi-skilled maintenance and repair work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates District bus and provides transportation for students, teachers, and faculty for scheduled activities, special events, and field trips.
- Prepares and determines safe and timely bus routes and meets departure and arrival time deadlines as scheduled.
- Maintains and inspects external and internal parts of the bus, including examining and cleaning bus seats, including under the seats, windows, and floors to ensure safe operation.
- Performs routine repairs and performs preventive maintenance on bus, vehicles, motorized utility carts, and other mechanical equipment; places orders for parts and supplies needed.
- Records and maintains maintenance records to ensure appropriate repair and maintenance work is completed in a timely manner.
- Performs routine preventative maintenance inspections and diagnostic tests and notifies supervisor of problems or needed major repairs.
- Performs engine and transmission tune-ups involving testing, adjustment, and/or replacement of timing belts, carburetors, spark plugs, points, and related equipment.
- Trains individuals with possession of a valid Class B California's license on bus safety.

- Repairs, replaces, and adjusts worn and defective parts, including brakes, tires, windows, hoses, lights, fuses, and windshield wipers; provides consistent upkeep and maintenance of vehicles, including changing oil, filters, and fluids.
- Responds to telephone calls, inquires, or concerns regarding bus service, mechanic repair, and maintenance.
- Drives vehicles to perform road tests and pick-up and delivery services; loads and unloads trucks, assists supervisor and department with various duties and special projects as necessary.
- Makes parts and material runs to various local vendors to pick up and expedite delivery of repair parts and materials.
- Estimates amounts of materials and labor.
- Operates the street sweeper as required.
- Assists the California Highway Patrol in inspections by ensuring all required documents are completed.
- Assists other District employees with various projects, including carpentry, plumbing, and electrical, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operating and safety rules, precautions, and principles of driving and operating a bus.
- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles and vehicles.
- Mechanical tune-ups, smog testing, general repair, maintenance procedures and techniques.
- Mechanical electrical, electronic, and equipment hydraulic systems; overhaul practices related to transmissions, brakes, and rear axles.
- Methods, tools, materials, equipment and procedures used in the diagnosis, repair, and adjustment of the components and operating systems of buses, automobiles, light duty and heavy duty vehicles and equipment.
- Preventative maintenance procedures; safety rules and precautions governing the operation and use of tools, vehicles, equipment, and proper maintenance procedures within employee work areas.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, vehicles, and equipment.
- Operate and maintain the school bus and other District vehicles.
- Operate a variety of automotive, truck, and equipment and testing equipment in a safe and effective manner.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to equipment required for the work, including hydraulic and air jacks, tire jacks, tire mounting machine,

brake lathe, steam cleaner, welding equipment, brake lining equipment, electronic diagnostics equipment and measuring devices, scanner, meter voltage regulator, tire changing equipment, grinding equipment, air impact guns, wrench sets, and other varied equipment and tools.

- Maintain tools and equipment in a clean working condition providing for proper security.
- Accurately determine project material needs and recommend purchases.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply, and explain applicable District policies, rules and regulations related to areas of responsibility.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret drawings, specifications, plans, manuals, diagrams, and technical regulations.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by specialized training in the maintenance and repair of automotive equipment and two (2) years of bus driving experience, repair, and maintenance, involving buses, vehicles, and motorized utility carts.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class B Driver's License with a Passenger Endorsement by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a maintenance shop and occasionally in the field and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.