

**DELANO UNION SCHOOL DISTRICT**  
**Mechanic's Helper / Bus Driver**

**Brief Description of Job**

Under supervision, to assist mechanics in the repair and maintenance of buses and a variety of motorized equipment, to perform a variety of skilled level repair, overhaul and maintenance of buses, passenger vehicles, trucks and a variety of other gasoline and diesel powered motorized equipment, to inspect, detail clean and service other automotive equipment; and to do other related work as assigned. Required to drive a school bus on a designated route(s) as assigned.

**Administrative Relationship**

Works under the Director of Maintenance, Operations, and Transportation and the Operations Supervisor, or as directed by the Superintendent or designee. Reports to designated mechanic shop personnel.

**Qualifications**

Assists mechanics in the repair, service and maintenance of buses and automotive vehicles. Picks up parts and delivers them to mechanics as requested. Steam cleans under carriages, motors, transmissions, and various other automotive parts and assemblies. Dips and soaks small parts and tools in chemical cleaning solutions to remove oil, grease and dirt accumulation. Performs detail cleaning to automotive vehicle interiors; lubricates buses, automotive and other power equipment. Inspects batteries for water level; drains and refills crankcases; inspects and fills gearboxes with lubricants; may replace defective lubrication fittings. Repairs bus seats and other minor interior repairs. Performs a variety of general shop housekeeping. Learn the methods, materials, tools, and equipment used in the maintenance and repair of a variety of gasoline and diesel powered motorized vehicles and equipment. Learn legal mandates, policies, regulations and guidelines pertaining to the repair, overhaul and maintenance of pupil transportation and automotive equipment. Learn and practice safe working methods and procedures.

**Ability to:**

Assist with diagnosis and locating mechanical and electrical malfunctions and defects. Perform skilled gasoline and diesel automotive repair, overhaul and maintenance functions. Operate a variety of equipment utilized in the repair and maintenance of gasoline and diesel powered motorized vehicles and equipment. Maintain simple records and prepare complete and concise reports. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships.

**Experience**

One (1) year experience performing unskilled and semiskilled functions pertaining to the servicing, maintenance and repair of gasoline and diesel powered motorized equipment. One (1) year of experience in the transportation of school children, or the completion of a school bus driver training program.

**Education**

Graduation from high school or equivalent, supplemented by training or coursework in gasoline and diesel powered motorized equipment repair, overhaul and maintenance.

**License Requirement:**

Possession of a valid Class II, California Motor Vehicle Operator's License; Possession of a valid School Bus Driver's Certificate with medical certificate.

**ESSENTIAL FUNCTIONS OF THE POSITION**

1. Assists with the inspection of and diagnosis of mechanical defects and malfunctions on a variety of gasoline and diesel powered busses, trucks, automobiles, tractors and other motorized equipment;
2. Reviews mechanical repair orders with mechanic as needed / directed;
3. Observes, listens and diagnoses mechanical defects and malfunctions with mechanic;
4. Assists with rebuilding, replacing or overhauling engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetion systems, electrical systems and other mechanical assemblies;
5. Learns to perform engine tune-ups and ignition system adjustments;
6. Assists with the inspection of and adjustments of brakes;
7. All other functions related to maintenance and repair of school district vehicles, machines and equipment;
8. Drive a school bus on designated route(s), or as needed;
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirement:

- |    |            |                 |    |               |                 |
|----|------------|-----------------|----|---------------|-----------------|
| 1. | Seldom     | = Less than 25% | 3. | Often         | = 51-75%        |
| 2. | Occasional | = 26-50%        | 4. | Very Frequent | = 76% and above |

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|----------|----|---|
| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.         |
| <u>4</u> | b. | Ability to stand for extended periods of time.  |
| <u>3</u> | c. | Ability to see the purpose of reading laws, codes, rules, policies, and other printed matter. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels.                                       |
| <u>2</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation.    |
| <u>3</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push and pull.                                |
| <u>2</u> | g. | Ability to lift at least <u>40</u> lbs.   |
| <u>3</u> | h. | Ability to carry at least <u>15</u> lbs.  |
| <u>3</u> | i. | Ability to reach in all directions.   |

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.