

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net
Departments, Classified Employment, Application for Employment – Classified

September 12, 2022

POSITION: **Vehicle and Equipment Mechanic**
8 hrs/12 months

SALARY: \$ 4,194 - \$5,352 per month
Beginning upon selection

QUALIFICATIONS: See job description

TO APPLY: Submit an application, resume and letter of interest
summarizing your qualifications and experience to Susan
Salucci, Assistant Superintendent/ Human Resources, c/o
Michelle Gitchell Attention: Classified Personnel, 500 Dyer
Street, Orcutt, CA 93455

Applicants must follow the above instructions to be considered.

APPLICATION DEADLINE: Until filled

TESTING & INTERVIEWS: Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, Purchasing and Transportation, maintain, repair and service District buses, vehicles and equipment including gasoline and diesel powered equipment and small engine equipment; oversee maintenance activities; provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Schedule, oversee and participate in vehicle and equipment maintenance and repair duties to assure safe, timely and efficient performance of vehicle and equipment maintenance assignments and projects. *E*

Diagnose, repair and maintain District vehicles and gasoline powered and small engine equipment including buses, trucks, cars, tractors, lawn mowers, sweepers and other equipment; coordinate smog inspections as necessary. *E*

Repair and adjust engines; perform major and minor tune-ups; lubricate and service vehicles. *E*

Repair engines, brakes and clutches; recondition and adjust ignitions and carburetor systems. *E*

Repair or replace generators, water pumps, fan belts, electrical systems, wheel bearings, fuel pumps and other parts and components as necessary; repair upholstery and glass. *E*

Perform safety inspections of buses and other vehicles and equipment to assure safe and proper operation. *E*

Order parts, materials and supplies as needed; evaluate the condition of existing vehicles. *E*

Maintain and oversee the maintenance of the shop area in a clean and orderly condition; coordinate hazardous material pick up. *E*

Operate a variety of tools and power equipment used in the repair and maintenance of vehicles and equipment; maintain tools and equipment in clean and proper working condition. *E*

Communicate with other District departments and personnel, vendors, contractors and the California Highway Patrol to exchange information and facilitate maintenance and repair activities. *E*

Maintain routine records related to parts and supplies, work orders and vehicle

and equipment maintenance, servicing and inspections. *E*

Perform arc, oxy and acetylene welding repairing cracks and body damage; fabricate steel and sheet metal parts; use wire feed.

Operate a bus to drive on assigned routes and field trips as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the maintenance and repair of vehicles and equipment.

Proper methods of storing equipment, materials and supplies.

Principles and practices of training and providing work direction.

Appropriate safety practices and procedures.

Applicable sections of the California Vehicle Code.

Record keeping techniques.

Operation of a school bus.

ABILITY TO:

Perform skilled work in the maintenance and repair of vehicles, gasoline and diesel-powered equipment and small engine equipment, and oversee maintenance activities.

Inspect, service, adjust, troubleshoot and repair air, hydraulic/vacuum brake systems and components.

Operate a variety of tools and power equipment utilized in vehicle and equipment maintenance safely and efficiently.

Maintain records and prepare reports. Maintain tools and equipment in clean and proper worker condition.

Inspect vehicles and equipment and diagnose repair needs.

Train and provide work direction to others.

Communicate effectively with others.

Understand and follow oral and written directions.

Lift moderately heavy objects.

Estimate time and materials required for maintenance jobs.

Maintain routine records.

Operate a school bus, observing safe and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of skilled experience in vehicle and equipment repair and maintenance.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B Driver's License

Valid California School Bus Driver's Certificate with Passenger Endorsement
Valid First Aid and CPR Certificates.
Required annual number of training hours as prescribed by law

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs.
Walking or standing for extended periods.
Bending at the waist, kneeling or crouching.
Pulling, pushing, lifting and carrying moderately heavy objects.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Subject to noise and fumes from equipment operations.
Working around and with machinery having moving parts.
Working in a cramped or restrictive work chamber.
Driving a vehicle during adverse weather conditions.
Hazardous chemicals such as oil and anti-freeze.

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the general job elements. Incumbents may perform any combination of the essential functions shown.