

**ORLAND UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Mechanic's Assistant

Salary Range: 14

SUMMARY: Under the supervision of the Supervisor of Transportation, assists with the operation, care and upkeep of the vehicles of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works closely with the director of transportation to implement the transportation program of the school district; follows maintenance schedules for all vehicles and performs necessary tasks as directed; keeps records and orders needed supplies and parts.

Drives regular and special bus trips.

May answer emergency calls at any time and take appropriate actions to protect and preserve property; follows proper safety procedures.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); full-time paid experience in repair of cars, trucks or buses and/or repair of diesel engines; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate ideas effectively to fellow employees and the public. Ability to follow written and oral instructions.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to understand and follow instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid school bus drivers certification.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand, use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee regularly is required to talk or hear. The employee is occasionally required to climb or balance, walk, stoop, kneel, crouch or crawl and taste or smell.

The employee must regularly lift and/or move up to 20 pounds up to a height of six feet and occasionally lift and/or move up to 50 pounds to a height of five feet and rarely lift and/or move up to 95 pounds to a height of three feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is regularly exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock. The noise level in the work environment is usually loud.

COMMENTS: Good conditioning and overall fitness required. The position demands that a person be mentally alert and physically capable of handling heavy loads.