

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Automotive Mechanic Helper	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Make minor repairs and assist Automotive Mechanics in major repair work on automotive and other motorized equipment; services tires for large buses, trucks, trailers and other vehicles.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist Automotive Mechanics in repair work on a variety of engines and motorized equipment. **E**

Adjust brakes and clutch. **E**

Install equipment such as wheel bearings, generators, and lights. **E**

Replace or repair tires and vulcanizes tubes; demount, repair, mount and balance large bus, truck, trailer and equipment tires, and automotive/light truck tires. **E**

Clean and paint rims, maintain an up-to-date tire inventory; perform road call tire change-out. **E**

Carry out assigned programs of preventive maintenance. **E**

Make minor body repairs. **E**

Sand and spray paint automotive equipment. **E**

Keep repair and maintenance records. **E**

Service automotive equipment, trucks, and other rolling stock. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of diversified automotive repair and maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the types of equipment road-tested or operated.

Successful completion of a district-provided driver's license training program within one year of selection.

Possession of a valid California driver's license with a Class A rating and passenger, air brakes, and tank endorsement within one year of selection.

Current California Bureau of Automotive Repair (BAR), Automotive Service Excellence (ASE) and Smog certifications desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and methods used in the minor repair, maintenance, and accessory installation of automotive equipment.

Large air impact tools, powered tire changing machines and electronic tire and wheel balancers.

Reading and writing English communication skills.

ABILITY TO:

Demonstrate a mechanical aptitude.

Carry out written and verbal instructions

Follow procedures in automotive repair manuals.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain service records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environments, including work in mechanic pits and under vehicles as necessary.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting and moving heavy objects.

Note: Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

Job Code 8010

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