



Somerton School District No.11

“Children, Our Priority-Personal Best, Our Goal”

343 N. Carlisle Avenue • P.O. Box 3200 • Somerton, AZ. 85350-3200

Phone (928) 341-6000 • Fax (928) 341-6090

www.ssd11.org

AUTOMOTIVE MECHANIC

SCHOOL/DEPARTMENT: Transportation

TYPE: Classified **STATUS:** Non-Exempt **SALARY:** Range 39 (\$16.04 DOE, up to 12 years experience, 11 month position, Full Benefit Package)

REPORTS TO: Director of Transportation

DEFINITION: Under general supervision, performs repair and maintenance on buses, vehicles and equipment for Somerton School District No. 11.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

SPECIFIC DUTIES/TASKS INCLUDE:

- Performs preventative maintenance and repairs on school buses, vehicles and equipment.
- Repairs and troubleshoots automotive problems.
- Replaces and/or repairs brakes, clutches, air conditioning, electrical and exhaust systems, and tires.
- Repairs minor body damage and paints.
- Orders parts for school buses, vehicles and equipment.
- Ensures school buses pass minimum standards as outlined by the Arizona Department of Administration.
- Performs state inspection of school buses.
- Maintains records of inspections, maintenance and repair on all vehicles.
- Tests vehicles for proper operation after conducting repairs.
- Performs repairs on interior of buses as required, replaces flooring, seat cushions and seat backs as needed.
- Orders parts, supplies and tools needed to complete repairs.
- Picks up parts, supplies and necessary tools to complete assigned work orders.
- Takes vehicles under warranty to appropriate dealers for repair.
- Performs repairs on grounds and facilities maintenance equipment as needed.
- Completes required paperwork, work orders and logs.
- May be required to drive school buses on routes as needed and performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS REQUIRED:

- Knowledge of school bus, vehicle and maintenance equipment repair methods and techniques.
- Knowledge of machinery, equipment and tools necessary for the maintenance of school buses and District vehicles.
- Knowledge of preventative maintenance on assigned equipment.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of Arizona Department of Administration school bus standards.
- Skill in installing, maintaining and repairing public school facilities, buildings and grounds.
- Skill in safely using, maintaining and repairing equipment and tools to complete assigned projects.
- Skill in diagnosing and repairing mechanical, electrical and exhaust problems.
- Skill in following oral and written instructions.
- Skill in establishing and maintaining effective working relationships.

Administration: *Laura Noel, Ed.D, Superintendent*

Governing Board: *Araceli Juarez, President • Lorena Zendejas, Clerk • Juan Castillo • Carlos Gonzalez • Leticia Yopez*



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PHYSICAL REQUIREMENTS:

Work is performed in indoor and outdoor environments.

Work requires frequent standing, walking, driving, bending and lifting up to 100 pounds.

May be exposed to moving equipment, extreme weather conditions, heights, high voltage, construction sites, toxic fumes and chemicals, infectious diseases and enclosed spaces.

QUALIFICATIONS:

High School Diploma or equivalent.

Five (5) years mechanic experience.

Must possess an Arizona commercial driver's license.

May be required to possess or obtain school bus driver Certification.

Additional certifications may also be required as specified by the District.

MUST APPLY ONLINE AT WWW.SSD11.ORG

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