

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Skilled Worker
Revised: 12/05/08

SCHOOL BUS MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the efficient and workmanlike performance of a variety of school bus repair tasks, requiring a thorough knowledge of the trade. General instructions are received from a foreman or supervisor regarding tasks to perform, permitting considerable leeway for planning the details of each assignment. Supervision may be exercised over other skilled or unskilled workers as required. The incumbent performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including school busses, trucks and tractors. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Repairs or replaces motor pumps, fuel pumps, generators, carburetors, shock absorbers and other school bus parts;
Repairs ignition systems, transmissions, brake systems, clutches, and front and rear axles;
Adjusts connecting rods and bearings;
Adjusts steering mechanisms and aligns wheels;
Makes minor welding repairs to school bus equipment;
Greases vehicles and changes oil and oil filters;
Tunes engines and sets the timing;
Inspects for damage or deterioration and straightens, repairs and finishes damaged bus bodies or parts;
Operates a variety of equipment such as sanders, paint sprayers, pneumatic hammers and jacks, hand tools, welding torch, metal blocks, forming tools, steam cleaners and other tools applicable to the repair and replacement of damaged equipment;
Prepares surfaces for painting; paints bus bodies;
Mends and repairs bus body interiors such as seats and cushions;
Makes estimates of work costs and prepares requisitions for materials;
Keeps records on supplies and equipment that is used.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive repair methods, and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to light and at times heavy automotive and other mechanical equipment; familiarity with welding techniques; ability to work from plans and specifications, and to follow rough draft sketches and oral instructions; good motor and hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) One (1) year of experience as a skilled School Bus Mechanic; **OR**
- (B) Two (2) years of experience as a skilled Automotive Mechanic.

Adopted: 08/26/93
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