



# JOB DESCRIPTION

<b>Number:</b>	<b>Title:</b>	<b>AUTO TECHNICIAN I</b>
<b>Nature of Position</b>	The incumbent in this class provides assistance in supervision and coordination of work by garage auto technicians. Performs automotive repair and maintenance work at advanced level for school buses and other school system equipment. The employee's schedule and activities, coordinated with the Shop Foreman, is set to meet established plans, objectives, and goals.	
<b>Reports To</b>	<b>Shop Foreman</b>	
<b>Education</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• Completion of a high school education or General Equivalency Diploma (GED) supplemented by an approved apprentice training program and extensive experience in automotive mechanics, some of which must have been at the journey level or any combination of education and experience that would provide the noted knowledge, skill, and ability below</li> </ul>
	<b>Preferred</b>	
<b>Experience, Skill, Know-how and Certification</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>• Three (3) years of experience in school bus or medium/heavy truck maintenance</li> <li>• Comprehensive knowledge of automotive repair and maintenance techniques and practices</li> <li>• Ability to diagnose and repair both routine and the more complex problems on all types of automotive vehicles and components</li> <li>• Ability to operate tools and equipment associated with the trade</li> <li>• Ability to drive a school bus</li> <li>• Commercial driver's license with school bus endorsement/truck driver's license endorsement within 60 days of employment</li> <li>• Ability to follow verbal and written instructions</li> </ul>
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>• ASE School Bus certified</li> </ul>
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. The Auto Technician I receives general supervision from the Shop Foreman. The employee in this class assists in supervision for personnel in the automotive repair and maintenance shop.</li> <li>2. As assigned, discusses vehicle problems with drivers to determine repairs as needed, checks work in progress and inspects completed jobs as necessary.</li> <li>3. Assists with the inspection, general repair and annual repair, and perform preventative maintenance on vehicles.</li> <li>4. Follows prescribed daily, weekly, monthly, and yearly maintenance schedule.</li> <li>5. Inspects, changes, repairs and mounts tires as required. Ensures tires are in compliance with all safety standards.</li> <li>6. Initiates and maintains computer data entry and retrieval of information related to the work of the auto repair and maintenance shop.</li> <li>7. As assigned, performs repair and maintenance jobs, provides technical guidance as needed, checks work in progress and inspects completed jobs as necessary.</li> <li>8. As directed, responds to emergency calls to make determination of severity of problem. Makes repairs and reports to supervisor for additional assistance</li> <li>9. Assists Shop Foreman with spare parts inventory and all inventories in</li> </ol>	

	<p>vehicle/equipment bid specifications.</p> <p>10. Follows state and district maintenance policies, procedures and regulations. Uses, as instructed, all personal protective equipment.</p> <p>11. Willing &amp; capable to successfully pass training certification and safety programs as required by the District.</p> <p>12. Performs other duties as necessary for the effectiveness of the organization.</p>
<b>Terms of Employment</b>	<p>Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 260 days. (Grade 11) Non-Exempt. Eligible for Public School Retirement System. New 03-16</p>
<b>Approvals</b>	Director Level
	Chief Level
	Human Resources
	Superintendent



# JOB DESCRIPTION SUPPLEMENT

Number:

Title: **AUTO TECHNICIAN I**

**Non-Essential  
Responsibilities**

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

(None)

**Physical and  
Sensory Demands**

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensor effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

**EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS**

(Check any that apply to this job and complete the required information.)

- Heavy lifting of up to 50 pounds
- Frequent climbing up to \_\_\_\_\_ feet, and/or working on building roofs.
- Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- Sitting or standing for extended periods with no control over rest periods.
- Other: Incumbent must have a valid driver's license, reliable transportation, and ability to travel within the county as required by the job. Possession of the strength, dexterity and agility to perform all essential functions, including lifting of heavy equipment and vehicle parts, bending, stooping, standing, reaching and climbing on and/or crawling under vehicles.