

Purpose Statement:

The job of Heavy Duty Diesel Mechanic Journeyman is done for the purpose/s of ensuring the availability of vehicles in safe operating condition including determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

Essential Functions

- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Inspects District vehicles and equipment (e.g. buses, automobiles, trucks, tractors, etc.) for the purpose of adhering to a preventive maintenance schedule and ensuring compliance with safety inspection standards/requirements.
- Installs vehicle systems/components (e.g. tires, starters, alternators, filters, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Maintains district vehicles (e.g. buses, snow removal equipment, tractors, forklifts, tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains files and/or records (e.g. maintenance logs, inspection logs, service records, DMV inspection reports, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Performs minor body work (e.g. front ends, fenders, paint, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road tests on all vehicles for the purpose of ensuring that vehicles are in safe operating order.
- Prepares written documentation (e.g. maintenance logs, purchase orders, service records, etc.) for the purpose of documenting activities, meeting compliance requirements and providing audit references.
- Repairs heavy equipment, vans, buses, etc. (e.g. brake adjustments, overhauls, minor body work, chain repairs, etc.) for the purpose of ensuring availability of equipment and/or fleet in safe operating condition.
- Researches information (e.g. products, tools, etc.) for the purpose of securing parts/equipment within budget and/or providing recommendations for purchases.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field, installing chains and/or having the vehicle towed.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of equipment and/or supplies as needed.

Other Functions

- Assists in snow removal for the purpose of maintaining a safe environment.
- Attends safety meetings and in-service meetings for the purpose of receiving information on new and/or improved procedures.

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in vehicle repair and maintenance; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; diesel and electrical systems; and trends in automotive diagnosis and repair.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions.. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 25% walking, and 65% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Pre-employment Proficiency Test

Physical Capacities Test

Valid Class A or B Driver's License with Passenger Endorsement