

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Job Title** \_\_\_\_\_ Journeyman Mechanic (Non-Bus) \_\_\_\_\_  
**Supervisor's Title** \_\_\_\_\_ Lead Mechanic \_\_\_\_\_  
**Date Prepared** \_\_\_\_\_ **6/99** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Aprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Supt Aprvl** \_\_\_\_\_  
**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_  
**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**Job Summary**

Installs, repairs, replaces, maintains and performs preventive maintenance on all district vehicles other than buses as well as industrial equipment and generator units.

**Essential Functions**

Maintains, troubleshoots, repairs and rebuilds all mechanical components of vehicles including engine (gas and diesel), transmission, drive train, suspension, cooling, electrical, fuel, various types of hydraulic systems, air and hydraulic brakes, steering and exhaust. Performs minor and major equipment modifications. Assists in preventive maintenance. Performs arc and acetylene welding.

Performs computer and other diagnostics using appropriate testing equipment. Performs state safety and emission control inspections. Schedules with other departments to complete these inspections.

Completes maintenance and state inspections records, stickers and emission reports.

Assists in the training of apprentices.

Responsible for shop cleanliness.

Performs some minor body repair, lube and tire repair and wheel balancing. Responds to emergency road calls for repair and/or towing of vehicles. Orders and picks up parts as needed for completion of jobs.

Assists with once a year shop inventory of tools, stock in parts room, tires, etc. and orders inventory replacements where stock is low.

May be asked to maintain continuity of project when lead is absent.

**Non-Essential Functions**

Occasional other duties as assigned within skill level.

## **Required Knowledge, Skills and Abilities**

Requires skill in verbal and written communication and interpersonal relations. Must be familiar with hand tools, small and large power tools, machine tools, instruments (such as computerized scanners, micrometers, calipers, ohmmeters, ammeters, oscilloscopes, feeler gauges, vacuum gauges), cutting equipment, brake-lathe machine, valve grinding machine, ladders, pipe, wire, cleaning equipment, sharpening tools, emission control test equipment, cylinder head reconditioning tools and a front end alignment machine, etc. Must understand and use schematics and flow charts.

## **Minimum Entrance Requirements for Education and Training**

High school diploma or equivalent plus successful completion of two years formal training in vehicle mechanics as specified by the district apprenticeship program. Must maintain current State Safety Inspection and County Emissions licenses. Must maintain current CDL with air brake and trailer endorsements. Must keep abreast of field through continuing education, manufacturer seminars and other sources.

## **Minimum Entrance Requirements for Prior Work Experience**

Must complete a carefully monitored four year apprenticeship as outlined by the district apprenticeship program with demonstrated competence.

**Note:** The district administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

## **Decision Making Authority**

Decides the tools, equipment, parts and materials required by each job. Makes work assignments to part time summer helpers and monitors and assesses the quality and timeliness of work done. Most activities require routine and standard decision making.

## **Interaction with Others (Cooperative, Non-Authority)**

Interacts with other maintenance trades, drivers of warehouse, police and other vehicles. vendors, state inspectors, county emission inspectors..

## **Supervision**

May train an apprentice and supervise up to 4 part time helpers during the summer.

## **Working Environment**

There are many involuntary interruptions. May work outside and inside in dirt, grease, oil, odors, noise, chemical and high voltage exposure, cold, heat and moisture. Some equipment used requires much care to operate in a safe and non-hazardous fashion. Emergencies may require incumbent to work irregular hours.

### **Physical Demand**

Average lifting and moving is around 20 to 50 pounds and no moving or lifting over 100 pounds.