



## Apprentice Mechanic

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
901	Non-exempt	8 – Service Maintenance	ATU	Maint-09	REV 5-15-07	NA	1 of 2

**DEFINITION:** Under close supervision and training; diagnoses, inspects, and changes or repairs defective coach components, sub-components, and systems on District vehicles.

**REPORTS TO:** An assigned Maintenance Supervisor, Working Maintenance Supervisor, or Trainer.

**REPRESENTATIVE FUNCTIONS** include, but are not limited to the following:

- Diagnoses, examines, and investigates vehicles to determine causes of defective operation of engines, transmissions, differential units, generators, starters, pumps, air suspension systems, pneumatic systems, radiators, injectors, clutches, air conditioning systems, and other vehicle components.
- Determines proper course of action to facilitate vehicle repair, maintenance, adjustment, and component replacement.
- Maintains, adjusts, and/or repairs all bus systems, components, and parts including hydraulic and electrical systems, brakes, front ends, and air conditioning systems to ensure the operational fitness of coaches.
- Performs major overhauls, major tune-ups, and repair to brakes and steering systems.
- Changes windows and seats, and performs minor body repair.
- Operates buses in order to diagnose component failure, make roadside repairs, or move disabled buses.
- Operates forklifts, overhead cranes, hydraulic lifts, hoists and jacks, brake lathes, and tugs used for pulling disabled buses.
- Communicates, and consults with District staff from Transportation, Maintenance, and Materials.
- Performs related duties, as required.



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### **MINIMUM QUALIFICATIONS:**

**Skill To:** Effectively use and operate the tools and equipment required for the repair and maintenance of large vehicles.

**Ability To:** Learn the theory, operation, and repair of diesel powered vehicles, including engines, transmissions, ignitions, and electrical hydraulic/pneumatic cooling, heating, and brake systems; learn and follow industrial and shop safety rules; read and interpret technical manuals and schematics; learn and effectively use personal computers and the District's software programs for inventory and parts; read maps and locate road-called vehicles; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently under continual training and close supervision; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

**Education:** Equivalent to completion of the 12<sup>th</sup> grade.

**Experience/Training for External Applicants Only:** A combination of at least two (2) years of recent verifiable training and experience in automotive or diesel mechanics, which may include high school mechanics courses and/or a regional occupational program.

### **Additional Requirements:**

1. Must be at least eighteen (18) years of age.
2. Must possess, or obtain and maintain a valid California Class A or B commercial Driver License with Air Brake and Passenger Endorsements, and a Medical Certificate by the date of appointment.
3. Must submit a DMV "H-6" printout, and meet the District's safe driving standards.
4. Upon successful completion of the Pre-Apprenticeship Training and Evaluation Program, Apprentice Mechanics are required to sign an Apprenticeship Agreement, and participate in and complete four (4) years of apprenticeship training.
5. Following the Pre-Apprenticeship Training and Evaluation Program, Apprentice Mechanics must acquire or possess the tools necessary to perform the duties of the position, including pneumatic, measuring and hand tools, and a rollaway tool box.
6. Must be available to work five (5) consecutive days including Saturday and Sunday and/or holidays; as scheduled.
7. Must be available to work any one of three shifts – day, evening, or late; as scheduled.

**Physical Requirements:** Must maintain the physical condition necessary to perform the following on a frequent or continual basis: stand, transport oneself from station to station in a large maintenance facility, safely access service bays, sit while reviewing or preparing work orders and other paperwork, bend, squat, stoop, turn, climb, kneel, twist, perform simple and power grasping, push, pull, perform fine hand and finger manipulations, and safely lift and carry sit heavy objects weighing up to seventy (70) lbs. or use appropriate lifting equipment and techniques for heavier items.

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