Vehicle Maintenance Technician Assistant

Position Details
Class Code: 6060
Job Family: Service/Transportation Workers
Classification: Support Staff
Terms of Employment: Pay Grade 49 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under immediate supervision, inspects, troubleshoots, and repairs vehicles and assists vehicle mechanics with major repairs and preventive maintenance of vehicles/heavy duty equipment.

Essential Duties and Responsibilities
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists vehicle mechanics with major repair work and maintenance of buses, cars, trucks, heavy-duty equipment, grounds equipment, etc.
2. Operates machinery related to the job (i.e., brake lathe, steam cleaner, fork lift, computerized and electronic test equipment, air compressor, etc.).
3. Inspects and diagnoses malfunctions in vehicles/heavy duty equipment and assists in method of repair.
4. Assists with the overhaul and replacement of transmissions, differentials, carburetors, turbo charges, gasoline and diesel engines, alternators, distributors, starters, pumps, air conditioning components, etc.
5. Troubleshoots electrical systems and computer controlled systems.
6. Assists with preventive maintenance of vehicles, heavy-duty equipment, and related vehicle parts and assigned shop equipment.
7. Assists the Nevada Highway Patrol (NHP) with vehicle inspections.
8. Tunes engines for maximum operational efficiency.
9. Assists vehicle mechanic in maintaining appropriate logs and records.
10. Operates computer terminal to log-in and out of work order system; prepares and maintains accurate vehicle/equipment/records and reports parts.
11. Performs vehicle road tests, when necessary.
12. Operates a tow truck, as required or needed.
13. Responsible for the safe handling and disposal of hazardous materials.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves diagnosing repair requirements and performing general repair and maintenance of vehicles and construction equipment and assisting vehicle mechanics with major repair.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of repair and overhaul practices and techniques for buses, trucks, cars, and other construction equipment.
2. Knowledge of vehicle and heavy-duty equipment preventive maintenance techniques.
4. Ability to perform general vehicle repairs.
5. Ability to learn to test for malfunctions in vehicles with complex computerized systems.
6. Ability to learn to operate a computer and software applications.
7. Ability to obtain a Class A commercial driver's license with required endorsements, as appropriate.
8. Ability to learn basic computer applications related to assignment.
9. Ability to interpret manuals and schematics.
10. Ability to meet predetermined deadlines.
11. Ability to write legibly, prepare, and maintain accurate records.
12. Ability to work independently.
13. Ability to perform strenuous physical work.
14. Ability to safely move and relocate heavy objects.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to withstand heights and perform work safely.
18. Ability to work cooperatively with employees, other agencies, and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

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**Position Requirements**

**Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year vehicle (bus, truck, automobile-gas, and diesel) repair and maintenance experience; or,
   One (1) year of formal vehicle mechanic training from an accredited college or vocational/trade school.
3. Must have own set of tools at time of hire. (Sufficient tools to perform an engine overhaul).
4. Safe driving record.

**Licenses and Certifications**

1. A valid Class A commercial driver’s license with required endorsements to operate a school bus in the state of Nevada. This license must be maintained for the duration of the assignment. (If valid Nevada Class A commercial driver’s license is not in possession at time of application, a valid Class C driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession and the Nevada Class A commercial driver’s license with required endorsements must be obtained within five (5) months of hire date).
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Air Conditioning/Recovery Certification. If certification is not in possession at time of application, it must be obtained within five (5) months of hire into position.
4. Hold or be able to obtain, Forklift qualification certificate training card. If training card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Training card must be maintained for the duration of the assignment.
Preferred Qualifications

1. Valid Class A commercial driver's license with required endorsements, as appropriate at time of hire.
2. Air Conditioning/Recovery certification at time of hire.
3. Experience in the maintenance of buses, gasoline, and diesel engines.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or Clark County School District regulations and procedures.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if applicable.
3. A valid Class A commercial driver’s license with required endorsements to operate a school bus in the state of Nevada as indicated above, if applicable.
4. Copy of current driving history issued by the Department of Motor Vehicles (dated within six (6) months).
5. Air Condition/Recovery certification, if applicable.
6. Forklift qualification certificate training card, if in possession at time of application.
7. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District facilities, roadside service, parking lots, etc.

Work Environment

Strength

Exert force 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly.

Grasp/Grip: must have sufficient grasp to maintain control of steering a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping).
Physical Demand
Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards
Frequent exposure to fumes of vehicles and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks
Various District vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washer, engines, stands, lifting hoists, battery chargers, volt and injector testers, engine analyzer, pullers, drill press, brake bleeder, emissions tester, air tools, brake lathers, power and hand tools, computers, printers, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.
Job Revision Information

- Revised: 02/15/19
- Created: 07/01/88