

TITLE: **MECHANIC'S ASSISTANT**

QUALIFICATIONS: 1. Ability to follow oral and written directions
 2. Possession of valid California driver's license; no more than two moving traffic violations or one at-fault accident in previous 36 months
 3. Ability to maintain cooperative and harmonious working relationships with District employees, vendors and the public

REPORTS TO: Administrator as assigned

JOB GOAL: To assist the transportation shop staff in its daily operational procedures

PERFORMANCE RESPONSIBILITIES:

1. Picks up and delivers parts and supplies for transportation shop
2. Helps maintain and organize department supplies and inventory
3. Assists mechanics as needed
4. Repairs vehicle seats and removes graffiti
5. May operate basic shop equipment
6. Keeps shop area clean and free from clutter
7. Assists in shuttling or delivering equipment
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; classified salary schedule, class 4

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable