

# Vehicle Maintenance Technician I

## Position Details

Class Code: 6060

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under immediate supervision, inspects, troubleshoots, and repairs vehicles; 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., including air-ride/suspension, fuel, antilock/antiskid brake, cooling, charging, lighting, starting, computer-controlled emissions, restraints, fire suppression, etc.
2. Independently performs minor repairs on buses, cars, trucks, heavy-duty equipment, grounds equipment, etc.
3. Operates job-related machinery (i.e., brake lathe, steam cleaner, forklift, computerized/electronic test equipment, air compressor, etc.)
4. Inspects, diagnoses, and assists in repairing vehicle/heavy-duty equipment malfunctions.
5. Assists in overhauling and replacing transmissions, differentials, carburetors, turbochargers, gasoline/diesel engines, alternators, distributors, starters, pumps, air conditioning components, etc.

6. Troubleshoots electrical and computer-controlled systems.
  7. Assists in preventive maintenance on vehicles, heavy-duty equipment, parts, and assigned shop equipment.
  8. Assists the Nevada Highway Patrol (NHP) with vehicle inspections.
  9. Tunes engines for maximum operational efficiency.
  10. Assists vehicle mechanic in maintaining appropriate logs and records.
  11. Operates computer terminal to log-in and -out of work order system; prepares and maintains accurate records; reports parts.
  12. Performs vehicle road tests, when necessary.
  13. Operates a tow truck, as needed.
  14. Responsible for the safe handling and disposal of hazardous materials.
  15. Uses compute applications (Microsoft Office, Ron Turley Associates Fleet Management Software (RTA), etc.)
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Determines vehicle/equipment repair needs and performs general repairs/maintenance accordingly; assists vehicle mechanics with major repairs.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of repair/overhaul practices and techniques for buses, trucks, cars, and construction equipment.
2. Knowledge of vehicle and heavy-duty equipment preventive maintenance techniques.
3. Knowledge of Air Conditioning (AC)/Recovery systems.
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 (CDL) with required endorsements, as appropriate.
8. Ability to interpret manuals and schematics.
9. Ability to meet predetermined deadlines.
10. Ability to write legibly and prepare/maintain accurate records.

11. Ability to work independently.
  12. Ability to perform strenuous physical work.
  13. Ability to safely move and relocate heavy objects.
  14. Ability to work flexible hours or shifts.
  15. Ability to work in confined areas.
  16. Ability to withstand heights and perform work safely.
  17. Ability to work cooperatively with employees, other agencies, and the public.
  18. Ability to access, operate, and maintain various software applications; ability to learn job-specific computer applications.
  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.
- 

## Position Requirements

### Education, Training, and Experience

1. One (1) year of vehicle (bus, truck, automobile – gas/diesel) repair and maintenance experience; or,  
One (1) year of formal vehicle mechanic training from an accredited college or vocational/trade school.
2. Must have own set of tools, sufficient for performing an engine overhaul, at time of hire.
3. Safe driving record.

**NOTE:** Individuals may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or General Education Development (GED) and upload the document into their online application.

### Licenses and Certifications

1. A valid Class A CDL with required endorsements to operate a school bus in the state of Nevada. CDL must be maintained for the duration of the assignment. If valid Nevada Class A CDL 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 CDL with required endorsements must be obtained within five (5) months of hire date.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or

Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

3. AC/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 Clark County School District forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

### **Preferred Qualifications**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Valid Class A CDL with required endorsements at time of hire.
3. AC/Recovery certification at time of hire.
4. Experience in the maintenance of buses, and gasoline/diesel engines.

**NOTE:** Applicants/employees are subject to all aspects of mandatory drug and/or alcohol testing required by law and/or District regulations/procedures.

---

### **Document(s) Required at Time of Application**

1. Copy of a valid Class A CDL with required endorsements to operate a school bus in the state of Nevada. If CDL is not in possession at time of application, upload a copy of a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  2. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  3. AC/Recovery certification, if applicable.
  4. Forklift qualification card, if applicable.
  5. Specific documented evidence of training and experience to satisfy qualifications.
- 

### **Examples of Assigned Work Areas**

District facilities, roadside service, parking lots, etc.

---

# Work Environment

## Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly.

Grasp/Grip: must have sufficient grasp to maintain steering control of 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, 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 vehicle fumes 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**

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 lathes, power/hand tools, computers, printers, etc.

---

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 07/12/23
- Created: 07/01/88