

BUS MECHANIC I

DEFINITION

Under close supervision, maintains and repairs gasoline, and alternative fuel powered City buses including Compressed Natural Gas (CNG), Hydrogen Fuel cell and Battery Electric, and related equipment.

SUPERVISION RECEIVED/EXERCISED

The Bus Mechanic I receives supervision from an Equipment Supervisor. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Bus Mechanic I is the entry level class for candidates qualified to learn the duties of a Bus Mechanic II. Incumbents apply previously acquired mechanical skills while learning the special skills required to maintain gasoline and alternative fuel powered buses and related equipment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs skilled tasks in the repair and maintenance of buses and related transit equipment.

Performs engine tune-ups and adjustments using standard testing and diagnostic equipment.

Performs minor repairs and replaces components on buses and related equipment.

Conducts the disassembly, reassembly, preventative maintenance and inspection, diagnoses, installation, and repair of gasoline and alternative fuel engines including Liquid Natural Gas (LNG)/Compressed Natural Gas (CNG), Hydrogen Fuel Cell, and Battery Electric; drive train, brakes, suspension, steering, electrical including electrical systems, heating, ventilation and air conditioning and related components; and, correct use of corresponding tools and equipment.

Responds to road calls to repair buses and related equipment.

Maintains records of work performed.

Maintains a clean work area and assists with the cleaning of shop areas and equipment.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The occupational hazards and safety precautions of the trade including the handling of hazardous materials.

The methods, materials, and equipment used in the maintenance and repair of buses and related transit equipment.

The operating principles of heavy duty engines and sub-systems

Troubleshooting and diagnostic practices and techniques for buses and related transit equipment.

Skill/Ability to:

Properly use hand and power tools and equipment used in transit equipment maintenance and repair.

Safely operate a motor vehicle.

Learn how to diagnose malfunctioning mechanical and electrical systems and related sub-systems.

Understand and carry out written and verbal instructions.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Read, write and perform shop math at the level required for successful job performance.

Operate computers and applicable software applications for basic data entry necessary for completion of assigned duties.

Interpret and work from manuals, schematics, sketches, diagrams, and work orders.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED Completion.

Experience:

One (1) year of full-time paid experience performing routine maintenance and repairs on diesel or gasoline powered cars, trucks, buses, construction equipment, or other vehicles including Liquid/Compressed Natural Gas (LNG/CNG), Hydrogen Fuel cell, Battery Electrical vehicles or equipment. A certification of completion or Associate's Degree from a recognized vocational, technical, or accredited college or university program in automotive or heavy equipment technology may be substituted for required experience.

Special Requirement(s):

Possessions of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Within thirty (30) days of appointment must obtain a valid Commercial Learner's (CLP) Permit.

Within twelve (12) months must obtain and maintain a valid a California Commercial Class B Driver's License, with required endorsements and without air brake restriction.

Within twelve (12) months of appointment, must possess the following two (2) valid certifications issued by the National Institute for Automotive Service Excellence (ASE) in the Bus Transit (H) Series:

- Brakes (H4)
- Steering & Suspension (H5)

Incumbents must take the above two (2) certification examinations within the first six (6) months of appointment. Failure to obtain the ASE certifications within twelve (12) months of appointment will be cause for termination from this classification.

This class is in a flexibly-staffed series, which requires twelve (12) months of satisfactory service within the series. A Bus Mechanic I may be "flexed" to Bus Mechanic II as early as six (6) months upon recommendation of the appointing authority and upon possession of all necessary licenses and certificates. A Bus Mechanic I who "flexes" early must still serve the remainder of their probationary period at the II level, for a total of twelve (12) months. If an employee is hired at the II level, they will be required to serve the twelve (12) month probationary period at that level.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: (Signature on File) DATE: 8/24/2026
Director of Personnel Services

Revised TJ:scm:ar: 12/31/14
Revised TJM:SCM:KP: lg 11/14/16
Revised: SCM:bn 11/15/17
Revised: EVG/C&C: 10/20/2025
Revised: SM;jts: 7/06/2026