

Job Description

Elida Local School District

LOCATOR INDEX: 304

Title: Head Mechanic

Reports to: Supervisor – Transportation

FLSA Status: Non-Exempt

Description:

Oversee the transportation maintenance program of the transportation department for Elida Local Schools; responsible for the maintenance, repair, and diagnostics of a wide range of vehicles and equipment – including diesel-powered heavy machinery, school buses/vans, other automobiles, mowers, etc.

NOTE: The below lists are not ranked in order of importance, and are not all-inclusive

Essential Functions:

- Inspect, diagnose, and perform preventative maintenance and repairs on diesel engines, gas-powered vehicles, heavy equipment, semi tractors, and school buses.
- Troubleshoot and repair mechanical, hydraulic, electrical, and electronic vehicle systems.
- Maintain accurate maintenance records, service logs, and inspection reports for all vehicles and equipment.
- Schedule and prioritize work in coordination with the team members to minimize downtime and ensure operational readiness.
- Ensure all vehicles and equipment comply with applicable safety standards, environmental regulations, and inspection requirements.
- Ensure interiors and exteriors of vehicles are cleaned on a regular basis.
- Maintain an organized and clean maintenance area, tools, and inventory of parts and supplies.
- Assist with snow removal equipment, grounds maintenance equipment, and other campus machinery as needed.
- Interact with students in a supportive, professional manner, including answering questions about mechanical systems or providing insight into automotive and diesel careers when appropriate.
- Participate in relevant safety and training programs to stay current on industry standards and evolving technologies.
- Shows up to work on time.

Qualifications:

- Associates degree (A.A.) or equivalent from a two-year college or technical school; or more than 10 years related experience and/or training; or equivalent combination of education and experience
- Experience in diesel and automotive repair, including diagnostics and fleet maintenance, diagnostic tools, vehicle lifts, and electronic services systems
- Special schooling in hi technical areas of air brake systems, computerized engine controls, and special training from dealerships on each specific model of engine and bus
- Valid Class B Commercial Driver's License with school bus and passenger endorsements, or ability/willingness to obtain within 6 months
- Alternative to the above qualifications as the superintendent and/or board of education may find appropriate
- A record free of criminal violations that would prohibit public school employment
- Ability to comply with drug-free workplace rules and board policies
- Ability to lift up to 50 pounds and perform tasks that require physical strength and endurance, and work in various indoor/outdoor environments.

PERSONAL QUALITIES:

- Maintains a positive and professional appearance.
- Abides by all Board policies and administrative regulations.
- Displays integrity, cooperation and good judgment.
- Exhibits enthusiasm and a positive attitude.
- Treats fellow employees and students with dignity and respect.
- Enhances the school image.
- Serves as a positive role model for students.
- Maintains a safe, organized, clean and attractive workplace.
- Communicates effectively with all staff, students and administrators at the Elida Local Schools.
- Possesses strong interpersonal skills.
- Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout employment in the district.

Equipment Operated:

- A/C D/C welding machine
- Wire welder
- Test meters and equipment
- Mechanics hand tools
- Welding torch
- Power hand tools and air tools
- Air jacks and lifts
- Recording equipment
- Buses, trucks and other board owned vehicles

Additional Working Conditions:

- Occasional exposure to blood-borne pathogens and communicable diseases
- Exposure to adverse weather conditions and seasonal temperature extremes
- Frequent operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled work days
- Occasional interactions among unruly children and/or adults
- Operating and/or riding in a vehicle
- Frequent and excessive standing
- Frequent and regular requirement to balance, stoop, kneel, and crouch
- Traveling to meetings, trainings, and other work assignments

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, and may change due to other factors.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: December 16, 2025