

JOB DESCRIPTION

JOB TITLE: Mechanic
REPORTS TO: Director of Transportation
DEPARTMENT: Transportation Department

I. NATURE AND SCOPE OF JOB:

To maintain District's transportation in the daily maintenance of school buses and other assigned vehicles and mechanized equipment to assure that they present no problems, or interruptions to educational or activity programs.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Trouble shoots and repair gas and diesel engines, 12-volt electrical systems, hydraulics, air brake systems, hydraulic power systems, tires, and wheels.
2. Participates in diagnosing and repairing district transportation equipment and fleet.
3. Performs an established system of automotive maintenance and preventative care.
4. Inspects, overhauls, repairs, and ongoing upkeep of District One transportation equipment, and fleet.
5. Participates in overhauls and repairs of district transportation equipment and fleet.
6. Maintains a current inventory of supplies and equipment.
7. Promotes high standards of safety and good housekeeping methods in all work connected areas.

A. Essential Functions, continued:

9. Establishes and maintains all records for scheduled servicing, lubrication and repair of all types.
10. Schedules all repair requests reported by bus drivers and reports faulty equipment to Mechanics.
11. Works directly and cooperatively with Mechanics.
12. Drives regular routes or activity bus when necessary.
13. Assists in the preparation of bid specifications as directed.
14. Assists in snow removal in areas as needed.
15. Ability to perform all duties as assigned.

B. Non-Essential Functions:

1. Assists maintenance personnel if needed, as long as it does not interfere with own job.
2. Picks up parts as needed.
3. If necessary, goes to LSRVS school to work on fleet.
4. Is available, if needed, after school hours in the event of an emergency.
5. Repairs summer ground equipment as needed.
6. Checks snow blowers so that they are ready for appropriate season
7. Prepares used equipment for sale.
8. Flexible Schedule; Could entail more hours.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills, and Mental Ability:

1. Ability to communicate in English orally or in writing
2. Have knowledge of heavy duty truck and mechanical experience (Four years preferred)
3. Must successfully pass an annual physical examination
4. Ability to lift a minimum of 100 LBS on a regular basis
5. Ability to perform mechanical work
6. Ability to assist with the preparation of bid specifications
7. A minimum of four years experience as a mechanic working on heavy-duty equipment (preferred)
8. Have a safe driving history
9. Perform all duties assigned

B. Education, License, Certification or Formal Training:

1. Hold High School Diploma or equivalent
2. Successfully obtain a valid Wyoming CDL Driver's License with proper endorsements and be able to meet District insurance qualifications
3. Ability to drive an activity or route bus whenever needed
4. Annual Bloodborne Pathogens training
5. Must undergo drug and alcohol testing as mandated by Department of Transportation and District policy.

C. Equipment Used:

Hand Tools	Power Hand Tools	Hydraulic Press
Hydraulic Air Jacks	Air Impact Tools	Oxy-acetylene Tools
A.C. Welder	Wire Fed Welder	THydraulic Tire Machine
Electronic Cutting Tools	Sander & Buffing Tools	Brooms/Dustpans
Power & Pressure Washers	Computerized Engine Diagnostics	
Seal Repairs	Monitor 2000 Diagnostic	Charging System Analyzer
Body Repair Tools	Electronic Wheel Balancer	Crawlers
Hydraulic Press	Grinder & Buffing Tools	
Charging System Analyzer		

D. Physical Demands:

1. Assist students in various physical abilities as necessary.
2. Run lift if necessary, closing door and placing lift in travel position.
3. Sufficient physical strength to turn steering wheel of bus with no difficulty.
4. Possess physical capability to drive bus and withstand the demand of a bus ride in a variety of conditions.
5. When equipped with non-air operated entrance doors, be able to open and close doors several times a day.
6. Be able to drive standard transmission vehicles.
7. Bending at the waist, working on knees to clean under seats, lifting arms above head to wash buses.
8. Climb on bumpers and check oil levels.
9. Must be able to climb inside/outside of buses.
10. Ability to lift and carry 100 lbs.
11. Ability to climb a ladder and work while on the ladder.

D. Physical Demands, continued:

12. Ability to handle flammable materials.
13. Ability to handle frequent moderate noise level and occasional high noise levels.

E. Environmental Demands:

1. Noisy conditions caused from engines running and impact tools
2. Fumes from gasoline or diesel engines as they are moved in and out of shop areas
3. Ability to work in all weather conditions to include hot, cold, extremely cold, wet, rainy, and dusty within inside and outside of shop area
4. Cleaning solvents, aerosol sprays, diesel, gasoline
5. Ability to work in crowded work areas

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator is Debra Gaines.

10/15/98
Revised 01/5/16