

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant Mechanic/Technician

QUALIFICATIONS:

1. High School diploma or G.E.D.
2. Completion of vocational course in field or minimum of 5 years of experience.
3. Working knowledge of diesel and gasoline engines.
4. ASE certification as School Bus Technician or Medium/Heavy truck technician
5. Certified in the operation and repair of air brake and hydraulic brake systems.
6. Ability to use computer diagnostic equipment.
7. Ability to trouble shoot and repair electronically controlled engines diesel and gas.
8. Possess or have the ability to obtain class "B" C.D.L. with air brake and passenger endorsement.
9. Certificate of good health signed by a licensed physician.
10. Ability to read and comprehend electrical and air schematics and repair manuals.
11. Ability to communicate with others in a positive and productive manner.
12. Must supply own tools to perform job.
13. Maintain inventory and purchase of parts and materials.
14. Train drivers on proper and safe operation of equipment.

REPORTS TO: Head Mechanic/Technician

SUPERVISES: Bus Drivers

JOB GOAL: To assist Head Mechanic/Technician in maintaining the school's fleet.

PERFORMANCE RESPONSIBILITIES:

1. Inspect all equipment and report any malfunction to Head Mechanic/Technician or repair them at his discretion.
2. Perform daily tasks necessary to keep maintenance facility clean, organized and safe.
3. Keep all shop equipment clean and in safe operating condition.
4. Check over all spare buses daily and have them ready for service if required.
5. Respond to emergency road calls when required.
6. Perform tasks requested by Head Technician.
7. Perform any other duties required to maintain the school's equipment and facilities in the best and safest condition possible.
8. Ability to troubleshoot and repair air and hydraulic brake systems.
9. Ability to troubleshoot and repair gasoline and diesel engines.
10. Assist transportation secretary when needed.
11. Fuel spare buses when required.
12. Have full set of hand tools to perform job.
13. Ability to use torch and welding equipment.
14. Communicate in a positive manner with all staff.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/13/03