

**RSU No. 5
JOB DESCRIPTION**

MECHANIC

QUALIFICATIONS:

1. Maintains annual bus driver Physical
2. Holds current Maine School Bus Driver License (class B with P & S endorsements) and has passed appropriate background checks.
3. Demonstrates an aptitude or competence for assigned responsibilities
4. Maintains a clean driving record necessary to maintain drivers license
5. Maintains a valid Maine Vehicle Inspection License with A, B and D endorsements

REPORTS TO: Director of Transportation & Facilities

JOB GOALS: To provide safe and efficient transportation that allows students to participate in RSU No. 5's curriculum and extracurricular programs

ESSENTIAL FUNCTIONS:

1. Ability to read, understand policies, procedures and related information; and to provide and follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movement
3. Ability to talk, hear, see, speak and correctly perceive
4. Ability to reach, lift and do basic math, writing, eye hand coordination, sitting and stooping.
5. Ability to lift up to 50 pounds

PERFORMANCE RESPONSIBILITIES:

1. Obeys all state and federal rules and regulations relating to student transportation
2. Observes all mandatory safety regulations relating to school bus transportation
3. Maintains all Required State Licenses including a Valid Maine State Vehicle Inspection license.
4. Reports all damage to buses, vans, trucks and equipment to the Director of Transportation.
5. Keeps busses, vans, trucks and equipment clean
6. Keeps to assigned schedule
7. Completes proper pre and post trip inspections as required by state and federal laws.
8. Performs preventative maintenance on busses, vans, trucks and equipment as required
9. Notifies proper authorities in the event of an accident, mechanical failure or delays.
10. Schedules outsourced repairs once approved by the Director of Transportation .
11. Inspects each vehicle at least once a week to ensure buses, vans, trucks and equipment are in safe operating condition.
12. Monitors all safety devices on buses to ensure they are in good working order .
13. Completes maintenance/repairs reported by drivers in a timely manner
14. Repairs defects found on buses in a cost effective manner including oil changes, grease jobs and other preventative maintenance.

15. Removes any bus, van, truck or equipment from service as needed to ensure all repairs are complete.
16. Reports all accidents immediately and completes required accident reports
17. Reports any moving violations to Director of Transportation immediately
18. Enforces all School Board of Director regulations including smoking or eating on the bus or school property..
19. Follows proper safety procedures when operating equipment and complies with safety and OSHA regulations.
20. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance and is punctual for assignments.
21. In a timely manner, informs Director of Transportation of his or her absence, if illness or unusual circumstances warrants.
22. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self reliant; demonstrates respect for self and others, accepts suggestions and follows instructions. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters.
23. Sets a good example in areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time.
24. Performs all other related duties as deemed necessary by the Transportation Director
25. Maintains communication with Director of Transportation regarding health and wellness issues that would hinder ability to repair busses.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written or oral record.
2. Demonstrates a respect for legal and human rights of students
3. Meets and follows all laws and regulations at both the state and federal level
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Follows health and safety procedures established by RSU No 5
6. Demonstrates loyalty, dependability, integrity, and other ethical standards
7. Follows the chain of command for various administrative procedures and student program concerns.
8. Observes all School Board Policies

TERMS OF EMPLOYMENT: In accordance with negotiated agreement.

EVALUATIONS: Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

I have read and understand the terms and conditions of this job classification

Employee's Signature _____ Date _____

Original to Personnel File
Copy to Employee
Adopted: January 27, 2010 Final