

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: MECHANIC

TYPE: Classified

REPORTS TO: Director of Transportation

### POSITION SUMMARY:

The primary purpose of this position is to inspect, repair, service, and perform preventative maintenance on school buses and other district vehicles and power equipment.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Three years experience in repair and maintenance of school buses and/or heavy equipment.
4. Valid Oregon Commercial Driver's License and evidence of insurability, Oregon Department of Education Annual Inspection Certificate and Oregon Department of Education School Bus Driver's Certificate, or obtain such certifications within a specified time period.
5. Pass Physical Capacities Assessment.
6. Pass Pre-Employment Drug and Alcohol Assessment.

### ESSENTIAL FUNCTIONS:

1. Performs all types of maintenance on buses and other district vehicles through inspection, servicing and repairing in the shop or in the field.
2. Diagnoses operating difficulties, makes appropriate repairs, including disassembling and assembling engines and other operating parts of vehicles.
3. Tunes motors, tests compression, adjusts clutches and brakes, changes and charges batteries.
4. Performs DEQ inspections and road tests vehicles.
5. Performs gas and electric welding.
6. Arranges for towing of disabled vehicles when necessary.
7. Serves as back-up driver when needed and when substitute drivers are not available.
8. Completes required vehicle maintenance forms and paperwork.
9. Inspects school district vehicles and equipment for safety hazards; reports and/or corrects as needed.
10. Reads gauges and instruments and interprets readings.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
12. Duties involve hand-eye and foot coordination in carrying, positioning, grasping, and operating a variety of hand and power tools.
13. Reads instructions and operating/repair manuals.
14. Drives district vehicles to various locations within and outside the district.
15. Responds to any vehicle emergency that arises as requested.

### OTHER REQUIREMENTS:

LEBANON COMMUNITY SCHOOLS

Position Description

Mechanic (cont'd)

1. Possible exposure to bodily fluids due to employee and student illness or injury.
2. Work is performed in a variety of indoor, and some outdoor locations, including the bus garage, on the bus lot, and in the field at vehicle locations.
3. Required exposure to noise, moving machinery, chemicals, and wet conditions.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Date

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires:					
R - Rarely (Less than .5 hr per day)		O - Occasionally (.5 - 2.5 hrs per day)			
F - Frequently (2.5 - 5.5 hrs per day)		C - Continually (5.5 - 8 hrs per day)			
NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead					X
Reaching extension					X
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: _____ 125 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 125 lbs. _____		X			

\* Identify items typically moved: Grease cart, fluid drums, floor jack, tires, bus hood, tools

Note: Mechanics must at all times be able to meet the physical examination requirements as listed in OAR 581-053-0006(7).