



Assistant Mechanic

Reports To: Transportation Coordinator

SUMMARY

Assistant Mechanics provide support to Lead Mechanics and perform duties such as changing oil and tires, replacing hoses and belts, inspecting brakes, helping diagnose vehicle issues, and maintain and repair fleet vehicles and buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help maintain and repair all fleet vehicles as needed.
- Assist in maintaining cleanliness, sanitary and safe conditions of fleet vehicles, shop and outside area.
- Help with ordering of parts and materials required to repair and maintain fleet vehicles.
- Help arrange for fleet vehicles to be taken off site for warranty repairs, recalls, alignments and other services that cannot be provided on site.
- Maintain complete and accurate records and reports as requested by supervisor.
- Complete all paperwork associated with all repairs.
- Help with scheduling of repairs to fleet vehicles.
- Flexibility in schedule for duties outside of normal working hours.
 - Early arrival in adverse weather or emergency situations.
 - Equipment failure after hours or weekends.
- Perform Mechanics' duties in his/her absence.
- Attend WDE workshops and training classes as needed.
- Attend to service calls such as roadside breakdowns.
- Answer telephone and two-way radio, and relay messages to proper personnel during the work day.
- Maintain current tool inventory of district provided tools.
- Report any missing, unsafe or damaged tools and equipment.
- Be able to operate all fleet vehicles and serve as a substitute or activity driver as needed.
- Handle emergency situations effectively.
- Must perform a minimum of six (6) hours of bus driver training yearly.
- Perform all other duties as assigned by Transportation Coordinator.

QUALIFICATIONS

- **Education:** High School diploma or GED required.
- **Language Skills:** Ability to respond to common inquiries from vendors, patrons or staff. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Must be a minimum of 21 years of age and have two years' experience in vehicle maintenance operations.
- **Certificates, Licenses, Registrations:** Must have, or be willing to get, a commercial driver's license (CDL) with passenger endorsement, school bus endorsement and air brake endorsement as specified by USDOT requirements. Must have CDL with all endorsements within 60 days of hire date, maintain a valid driver's license with a clear driving record and maintain insurability. Must pass a USDOT physical examination, pass drug and alcohol testing at the time of hire and randomly thereafter, and agree to and clear a background check. Must have, or be willing to get, and maintain First Aid and CPR Certifications.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is performed in all types of conditions to include hot, cold, wet, and dusty weather, indoors and outdoors. Probable noisy conditions caused from engines running or tools, fumes from fuels, oils, and cleaners, cleaning solvents, aerosol sprays, diesel and gasoline. May experience some exposure to various supplies containing hazardous materials or chemicals.

Physical demands include lifting and carrying up to 75 pounds, with the ability to use all lifts for heavy equipment and parts. Must be able to stoop, bend over, and work from sitting or kneeling position for lengthy periods of time and have the ability to mount tires on buses and school vehicles.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.