



Mechanic

Reports To: Transportation Coordinator

SUMMARY

Under the supervision of the Transportation Coordinator, helps plan, schedule and perform repairs and preventative maintenance of the district bus fleet, cars, trucks and other motorized equipment fleets. Prepares and maintains related records and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs mechanical repairs on school buses and district vehicles to include major overhauls as necessary.
- Performs preventative maintenance work on school buses and district vehicles to include but not limited to fluid changes, belt changes, tire repair, brake systems and all other preventative maintenance items designated by the Transportation Coordinator.
- Maintains shop area in a clean, orderly and safety compliant condition, and works safely.
- Operates various types of vehicles, operates shop equipment as required and successfully applies knowledge and ability of mechanic trade.
- Applies computer skills to maintain records and to receive/send email messages as necessary.
- Has working knowledge of engine/drive train diagnostics software.
- Performs any other duties as assigned.
- Must be a member of the health and safety committee.

QUALIFICATIONS

- **Education:** High school diploma or GED required. A background, education and/or experience in mechanical maintenance needed. Must have a willingness to obtain additional skills as necessary to meet changing job conditions.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner. Ability to handle problems and stressful situations tactfully and apply proactive problem-solving skills. Ability to prioritize multiple tasks.
- **Language Skills:** Ability to respond to common inquiries or concerns from staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and

procedure manuals. Ability to understand and perform written and oral instructions. Ability to train others.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- **Computer Skills:** General knowledge of computer usage, the ability to use email, operate standard office equipment and prepare and maintain accurate records.
- **Other Skills and Abilities:** Knowledge of operating and repair characteristics of gasoline and diesel vehicles. Knowledge of safety features of school buses and passenger vehicles. Knowledge of occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work. Ability to use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles. Ability to perform heavy manual labor. Ability to work as directed, work cooperatively with others and work productively.
- **Certificates, Licenses, Registrations:** Ability to obtain certificates as determined necessary by the District. Ability to become first aid and CPR certified. Must have a valid Class B (P)(S) Commercial Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work may be performed in all varieties of weather conditions. Duties may be performed in an environment involving intense manual labor, noise, dirt and dust, odors, fumes, hazardous materials or situations.

Performing the job duties of this position requires the following physical demands: lifting, carrying, and/or lowering 75 pounds. Frequent bending, stooping, kneeling, crouching, and/or crawling and sitting. Must be able to reach overhead, horizontally and below the waist.

<p>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.</p>
