

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Pupil Transportation ~ Mechanic

Purpose of the Job

Perform Journeyman level work in the repair, service and maintenance of school buses and related vehicular equipment.

Essential Job Functions: (The following pertains to gas and diesel vehicles.)

1. Diagnose and repair mechanical, electrical, and engine defects in buses and other vehicle equipment.
2. Overhaul and rebuild engine, transmission, differential, brake systems and other major components.
3. Repair and rebuild generators, alternators and all other electrical components. Utilize testing devices and mechanical equipment as required.
4. Perform general tune-ups utilizing diagnostic equipment.
5. Make minor road side repairs as required or arrange for towing of disabled vehicles to the maintenance shop.
6. Change oil and filters. Install anti-freeze, snow chains, repair tires, and adjust brakes. Lubricate chassis, wheel bearings and other assemblies as required. Perform all required preventative maintenance and regular bus safety inspections.
7. Assist in cleaning and organizing of the shop, parts room and other maintenance facilities.
8. Perform road tests as needed.
9. In the event of a breakdown, deliver buses to drivers in order for the driver to continue in route.
10. Complete vehicle maintenance forms and records, i.e., work orders, stock recording, etc.
11. Perform related duties as assigned.

Qualifications: (The following pertains to gas and diesel vehicles.)

Education & Experience:

Knowledge Skills & Abilities:

1. Demonstrates ability to diagnose vehicle related problems.
2. Must be proficient in all phases of vehicle repair, i.e., tune-ups, component rebuild, etc.
3. Must have knowledge and experience in the proper use of tools and equipment for repair and testing.

Licenses, Certificates & Special Requirements:

4. Possess a valid Washington State driver's license with appropriate CDL certification and endorsements.

Reporting Relationship:

Reports to the Director of Transportation or designee.

Conditions of work:

Union Affiliation:

NEA-WEA

FLSA Status:

non-exempt

Wage Range:

NEA-WEA Salary Schedule

Job

NEA-101

Job History:

Created: 3/15/99; Revised: 12/1/08

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice

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