

**Classified Personnel
Job Description**

POSITION TITLE: Head Mechanic

QUALIFICATIONS: Shall communicate effectively both orally and in writing.
Shall have an adequate working knowledge of the following areas:

1. General maintenance of buses, trucks and other board owned vehicles.
2. Repair of internal combustion engines including gasoline and diesel engines.
3. Repair of automatic and manual transmissions.
4. Repair of entire drive train.
5. Special equipment required on buses.
6. Service and maintenance record keeping.

Shall hold a valid CDL or will attain a CDL within a reasonable amount of time on order to secure the position.
Shall be willing to be trained as a school bus inspector.
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: Transportation Supervisor
Director of Facilities

GENERAL DUTIES: Shall use discretion, tactfulness and courtesy with all school personnel.
Shall demonstrate knowledge of position for which you are hired.
Shall work to insure the efficient operation of the school transportation system.
Shall be punctual and adhere to proper time schedule.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall schedule school owned vehicles for maintenance checks to insure safe and efficient operation of the garage.
Shall schedule subordinates and equipment to insure the most efficient operation of the garage.
Shall be responsible for ordering all parts and equipment needed to maintain the school fleet.
Shall keep accurate records of maintenance projects including:

1. Job Numbers.
2. Materials used per job number.
3. Man-hours used per job number.

Shall assist in the maintenance of all board owned vehicles to ensure safe and efficient operation.
Shall be willing to make bus runs with students on an emergency basis.
Shall assist in monthly school bus inspections.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 2/27/2017