

**Classified Personnel  
Job Description**

POSITION TITLE:	Mechanic
QUALIFICATIONS:	<p>Shall communicate effectively both orally and in writing.</p> <p>Shall have an adequate working knowledge of the following areas:</p> <ol style="list-style-type: none"><li>1. General maintenance of buses, trucks and other board owned vehicles.</li><li>2. Repair of internal combustion engines including gasoline and diesel engines.</li><li>3. Repair of automatic and manual transmissions.</li><li>4. Repair of entire drive train.</li><li>5. Special equipment required on buses.</li><li>6. Service and maintenance record keeping.</li></ol> <p>Shall hold a valid CDL or will attain a CDL within a reasonable amount of time on order to secure the position.</p> <p>Shall be willing to be trained as a school bus inspector.</p> <p>Shall have a high school diploma or GED.</p>
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
GENERAL DUTIES:	<p>Shall use discretion, tactfulness and courtesy with all school personnel.</p> <p>Shall demonstrate knowledge of position for which you are hired.</p> <p>Shall work to insure the efficient operation of the school transportation system.</p> <p>Shall be punctual and adhere to proper time schedule.</p> <p>Shall react positively to directives.</p> <p>Shall carry out assignments in a timely manner without undue checking.</p> <p>Shall adhere to time schedules as set forth.</p> <p>Shall have a willingness to cooperate with the principal and staff.</p> <p>Shall adhere to School Board of Education Policies and Procedures.</p>
SPECIFIC DUTIES:	<p>Shall schedule school owned vehicles for maintenance checks to insure safe and efficient operation of the garage.</p> <p>Shall schedule subordinates and equipment to insure the most efficient operation of the garage.</p> <p>Shall be responsible for ordering all parts and equipment needed to maintain the school fleet.</p> <p>Shall keep accurate records of maintenance projects including:</p> <ol style="list-style-type: none"><li>1. Job Numbers.</li><li>2. Materials used per job number.</li><li>3. Man-hours used per job number.</li></ol> <p>Shall assist in the maintenance of all board owned vehicles to ensure safe and efficient operation.</p> <p>Shall be willing to make bus runs with students on an emergency basis.</p> <p>Shall assist in monthly school bus inspections.</p> <p>Shall perform any other duties as assigned by the supervisor.</p>
DAYS OF EMPLOYMENT:	260 days (8 hours per day)
SALARY:	Commensurate with the Ashland Independent Schools Classified Salary Schedule.