

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: TRANSPORTATION-BUS MECHANIC**

**QUALIFICATIONS:**

1. High School Diploma supplemented by gas and diesel mechanical experience.
2. Thorough knowledge of vehicle maintenance methods, equipment, and techniques.
3. Familiarity with engine, electrical, chassis, brake, clutch, transmission, carburetor, pollution control equipment, and other vehicle component maintenance.
4. Knowledge of mechanical tools such as testing equipment, power tools, welding equipment, and diagnostic programs.
5. Excellent driving skills and possess a Missouri CDL or the ability to obtain a CDL with school bus and air brake.
6. Social skills, willing to work independently or as a team, quick learner.
7. Ability to pass mandatory random drug testing.

**REPORTS TO:** Bus Mechanic Foreman and/or Director of Transportation/Asst. Superintendent of Operations.

**JOB GOAL:** To provide maintenance service to the transportation system of the District by performing all levels of maintenance and by doing so, keep all vehicles operating in a safe and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform basic trouble-shooting duties and repairs on buses and other school district vehicles such as vans, trucks, tractors, including repairs on clutch and transmission; performs upholstery and welding tasks as needed.
2. Perform preventative maintenance as needed.
3. Inspects and diagnoses vehicles to ensure they meet State standards; prepares buses for annual inspection.
4. Responds to vehicle breakdowns; repairs vehicles on site when possible or takes corrective action.
5. Acts as lead person in the physical maintenance of vehicles.
6. The ability to obtain the S&P endorsements.
7. Performs other duties as necessary such as cleaning vehicles and shop and fixing small equipment for the district.

**PHYSICAL DEMANDS:** Regularly lifts parts up to 150 pounds; ability to work in confined spaces for lengthy periods of time; repeated turning/twisting motions with all joints and waist; repeated push/pull on fingers, hands, wrists, shoulders, elbows and back; ability to stand in one location for up to one hour while working on equipment; climbing up and down on bus hoods and ladders; reaching and working with hands over head; repeated movements to and from

the floor; standing and walking on concrete for up to 8 hours.

TERMS OF EMPLOYMENT: 12 months with two weeks vacation; Compensation as per salary schedule.

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Transportation Supervisor and/or Transportation Director

APPROVED BY SCHOOL BOARD: February 21, 2019