

Coosa County Schools Job Description

JOB TITLE: MECHANIC

QUALIFICATIONS:

1. High school graduate or equivalent.
2. ALSDE certified bus shop mechanic – 3 years in a bus shop or 5 documented years in a truck shop or certificate of completion for mechanic's apprenticeship.
3. Working knowledge of vehicle and equipment operation and repair, including but not limited to wiring diagrams, S-Cam air brakes and brake installation, and computer controlled engines and transmissions.
4. Commercial Drivers License with required endorsements and school bus driver's certification, including current physical.
5. Valid Alabama Driver's license and insurable driving record.
6. Furnish own tools.
7. Complete Underground Storage Tank Certification.
8. Meet and follow the health and drug screening requirements as prescribed by the State Department of Transportation.
9. Cleared background check through FBI and ABI processes.

REPORTS TO: Transportation Supervisor

JOB GOAL: Perform skilled work in repairing and maintaining various types of gasoline and diesel-powered system-owned vehicles to assure the educational goals of the school system are met.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; notify supervisor when absence is necessary.
2. Assist with the fueling of buses as assigned.
3. Substitute bus drive as needed.
4. Assure that all monthly inspections are scheduled and conducted; inspect buses thoroughly during summer months.
5. Perform mechanic work including repairs, preventative maintenance, and other assigned work on school buses and other vehicles owned by system.
6. Maintain safety standards at all times.
7. Assist in maintaining clean, orderly and safe shop and securing all equipment before leaving work.
8. Assist the State Department of Education personnel in conducting annual inspections on buses as required.
9. Train new drivers.
10. Maintain credentials to operate vehicles and equipment as necessary to accomplish work assignments.
11. Maintain proper and professional relationship with students, parents, other employees, and the public.
12. Respect the confidentiality of information pertaining to students, staff, and school system.
13. Assume other transportation-related duties as assigned by supervisor.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.