



# SERVICE WORKER

BUS | FLEET MECHANIC

## JOB DESCRIPTION

**JOB TITLE:** Service Worker - Bus | Fleet Mechanic  
**REPORTS TO:** Supervisor of Transportation  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-14  
**DAYS:** 260  
**JOB ID & DATE:** CLS-63, October 2023

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### **JOB PURPOSE SUMMARY**

The Bus/Fleet Mechanic is responsible for the maintenance, repair, and servicing of school buses and fleet vehicles to ensure their safe and reliable operation. This role plays a critical part in keeping the school's transportation system running smoothly.

### **REQUIREMENTS**

#### Education Level Details

A high school diploma or equivalent.

Completion of a vocational or technical program in automotive or diesel mechanics is highly preferred

#### License / Certification Required

A valid commercial driver's license (CDL) with appropriate endorsements, or the ability to obtain one  
Automotive Service Excellence (ASE) certification in medium/heavy-duty truck or school bus preferred.

#### Work Experience Required

Substantial experience as a bus or fleet mechanic.

Familiarity with the repair and maintenance of school buses and fleet vehicles.

#### Other Skills and Abilities Required

Strong troubleshooting and problem-solving skills.

Proficiency in the use of diagnostic equipment and repair tools.

Knowledge of safety protocols and regulations related to school bus and fleet vehicle maintenance.

Effective communication skills for coordination with the transportation department and bus drivers.

### **KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Essential Duties

- Perform routine maintenance, inspections, and repairs on school buses and fleet vehicles to ensure their safe and efficient operation.
- Diagnose and troubleshoot mechanical and electrical issues and develop effective repair solutions.
- Maintain accurate records of maintenance and repair activities, including work orders, parts inventory, and service history.

- Conduct preventive maintenance procedures to extend the lifespan of vehicles and minimize breakdowns.
- Collaborate with the transportation department to schedule and prioritize maintenance and repair tasks.
- Oversee and ensure compliance with all safety and environmental regulations governing the maintenance and repair of school buses and fleet vehicles.
- Participate in emergency and on-call service as required to address urgent repair needs.
- Maintain a clean and organized work environment, including proper disposal of hazardous materials.
- Assist in the procurement of replacement parts and materials and maintain an organized parts inventory.

Other

- Perform other job-related duties as assigned

**SUPERVISORY RESPONSIBILITIES**

None

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 40 pounds or more.

**Work Environment:** While performing the duties of this job, the employee will primarily work in the school district maintenance facility or garage which is not climate controlled. The employee may be required to work evenings and weekends to address maintenance and repair needs.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute, and negotiate, with a focus on problem-solving and mechanical expertise.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_