



SERVICE WORKER

BUS | FLEET MECHANIC LEAD

JOB DESCRIPTION

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

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-17
DAYS: 260
JOB ID & DATE: CLS-64, October 2023

JOB PURPOSE SUMMARY

The Bus/Fleet Mechanic is responsible for overseeing the maintenance and repair of school buses and fleet vehicles, as well as providing leadership to the maintenance team. This role involves not only hands-on mechanical work but also supervisory responsibilities, ensuring the safe and efficient operation of the school's transportation system.

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.

Work Experience Required

Substantial experience as a bus or fleet mechanic.
Supervisory or leadership experience in a maintenance or repair setting.

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

- Supervise and lead the maintenance team, providing guidance, training, and oversight of maintenance and repair tasks for school buses and fleet vehicles.
- Perform routine maintenance, inspections, and repairs on school buses and fleet vehicles to ensure their safe and efficient operation, while serving as a role model for the team.
- Diagnose and troubleshoot complex mechanical and electrical issues and provide technical expertise to the maintenance team to develop effective repair solutions.

- Maintain accurate records of maintenance and repair activities, including work orders, parts inventory, and service history for all vehicles.
- Conduct preventive maintenance procedures and establish a regular maintenance schedule to extend the lifespan of vehicles and minimize breakdowns.
- Collaborate with the transportation department to schedule and prioritize maintenance and repair tasks, addressing urgent needs promptly.
- Ensure compliance with all safety and environmental regulations governing the maintenance and repair of school buses and fleet vehicles and lead safety training programs for the maintenance team.
- Participate in emergency and on-call service as required to address urgent repair needs, taking the lead in managing crisis situations.
- Manage the procurement of replacement parts and materials, including overseeing an organized parts inventory and optimizing cost-effective purchasing.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

Mechanics and

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: _____