



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

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 including but not limited to: Replacing worn parts on all vehicles, handling preventative maintenance, and test-drive vehicles to verify complaints.
- Train new drivers for testing techniques.
- 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: _____