

**Monroe-Gregg School District  
Role Description**



**Job Title: Lead School Bus Mechanic/Outdoor Buildings & Grounds Director**  
**Location: Transportation Department**  
**Job Group: Classified- Exempt (260 Days)**  
**Reports to: Superintendent**

The lead school bus mechanic/outdoor buildings and grounds director is a senior leadership position serving as a cabinet officer in the organization. The primary responsibility of this position is to keep the district's fleet of buses and vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program. The position also oversees the management, maintenance, and operations of the outdoor buildings and grounds to ensure a safe and attractive campus for students, staff, and community members.

**Essential Responsibilities:**

- Performs the diagnosis and repair of the district's fleet of school buses and vehicles which includes an efficient and effective system of routine maintenance and preventative care.
  - Diagnoses, removes, and assembles body and chassis components from any vehicle.
  - Cleans, inspects, rebuilds, and assembles new or original parts; reinstalls components, and makes necessary adjustments.
  - Diagnoses potential vehicle malfunctions using computer diagnostic equipment for the purpose of determining needed repairs and/or replacement.
  - Inspects, cleans, adjusts, tightens, and repairs minor items such as lights, bulbs, lenses, reflectors, etc.
  - Repairs items such as kingpins, springs, shocks, leaf springs, and spring pins.
  - Replaces and repairs brakes, steering, electrical, air conditioning, and heat elements.
  - Replaces and repairs minor body parts, floors, fenders, and dents.
  - Performs tire work and repairs, lube oil and filter changes, minor electrical repairs, mirror replacement, minor road service, service fuels.
- Supervises, leads, and plans the work of the district's mechanic and outdoor grounds staff.
- Maintains records of all maintenance and repair work as required.
- Maintains a current inventory of supplies and equipment.
- Inspects and repairs vehicles prior to Registry of Motor Vehicle inspections.
- Ensures all spare busses are fueled and ready for use at all times.
- Maintains high standards of safety and good housekeeping methods in all work connected areas.
- Complies with federal, state, and local laws and regulations (OSHA) for maintenance, repair, and operation of equipment and machines as well as for the storage, use, and disposal of trash, waste, and hazardous material.
- Inspects and maintains all outdoor buildings and facilities to ensure an attractive campus.
- Reports all conditions that present safety hazards to the director of transportation and superintendent.
- Attends meetings with all transportation personnel to ensure quality services to the district.
- Serves as one of the district's senior staff members on call and coordinates efforts during emergency situations and after-hours response for the purpose of resolving safety concerns, including emergency breakdowns and service, snow removal, and general property maintenance.
- Performs road checks during inclement weather.
- Inspects playground equipment to ensure a safe environment for students, staff, and community members.
- Maintains and inspects sprinkler systems.
- Maintains all athletic fields to include mowing, weeding, debris clean up, repairs, etc.
- Sprays weeds on all athletic fields, playground areas, flower beds when school is not in session.
- Schedules routine and emergency outdoor maintenance, identifies appropriate vendors, and inspects work.
- Collaborates with the corporation treasurer to meet operational transportation and buildings/grounds needs within the budget and schedule expenditures.
- Oversees the bus replacement plan for the district.
- Works closely with various school officials and department heads to determine current and future needs.
- Establishes positive working relationships with school personnel.
- Promotes department goals, philosophy, and standards.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.

- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

**Essential Qualifications:**

- High school diploma.
- High degree of proficiency in repair and maintenance of buses, trucks, and other automotive equipment.
- Previous mechanic experience required including the ability to overhaul engines on both gasoline and diesel-powered trucks and school buses.
- Valid CDL license with a school bus endorsement or the ability to obtain within twelve (12) months of hire.
- Knowledge of Registry of Motor Vehicles school bus safety inspection procedures.
- Must possess a basic set of hand tools.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is regularly required to walk, stand, sit, speak, and hear; uses hands including significant finger dexterity to handle or feel objects, tools, or controls; able to lift 75lbs occasionally.
- Required to stoop, kneel, crouch, and periodically crawl.
- Must be able to respond quickly to sounds and to see and respond to dangerous situations.
- Ability to work in extreme weather and wear personal protective gear correctly when required.
- Required vision abilities include peripheral vision and close vision such as reading written material.
- Must be physically able to perform and demonstrate emergency evacuation procedures.
- The employee may occasionally assist students with disabilities.
- Communicate orally and hear on a two-way radio with the transportation department and administrators.

**Environmental Conditions:**

Work is performed in an outdoor or bus garage environment. The employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is exposed to moving mechanical parts. Work is completed in a variety of weather conditions which may be adverse at times. Operates a variety of equipment which may include hand tools, power tools, light and heavy equipment, trucks, and buses. The employee may be required to interact with the public, parents, and staff. Errors could result in a danger to health and safety, loss of school assets, injury to oneself or others, or damage to buildings and equipment.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the administrator/classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*