



# South Lane School District

## Job Description

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**Job Title:** Head Mechanic  
**Assignment:** Transportation Department  
**Reports To:** Transportation Supervisor  
**Evaluated By:** Transportation Supervisor

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### JOB SUMMARY

The Head Mechanic works under limited supervision to ensure safe and reliable transportation for District students. The Head Mechanic is responsible for all school bus and Transportation Department vehicle repair and maintenance.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
  2. Performs repair, routine maintenance and preventative maintenance on District's school bus fleet and support vehicles. Work includes diesel and gasoline engine repair, air and standard brake repair and replacement, transmission work, electrical and general maintenance of fleet.
  3. Trouble shooting all school bus systems and diagnosing problems.
  4. Develops preventative maintenance schedules in coordination with the other mechanics for District's fleet.
  5. Orders parts and supplies. Work with vendors and suppliers. Complete necessary paperwork and records.
  6. Interacts thoughtfully and courteously with drivers, other staff and patrons to resolve conflict in a professional manner.
  7. Reviews and evaluates repair orders from drivers.
  8. Maintains computerized vehicle maintenance records.
  9. Responds to emergency situations as directed by the Transportation Supervisor.
  10. Attends work regularly and is punctual.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Fuel buses as needed.
  2. Perform additional related duties as assigned by supervisor.
  3. Utilize customer service skills when working with drivers.
  4. Assist office staff when needed.
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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment. In cooperation with the Transportation Supervisor, monitor, train and supervise day-to-day assignments and work of mechanics on the staff.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED) plus an Associate's Degree in Diesel Mechanics or five years of experience in school bus or major diesel vehicle repair. One year of lead or supervisory experience required. A base of knowledge and skills that will allow applicants to work unsupervised or with very little supervision.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a current valid Oregon Driver license and ability to obtain a CDL Class B operator license and a first aid card. Must have a good driving record and pass a Criminal Justice Fingerprint and Background Clearance. (part of the application process.)
3. **Tools:** Must have a complete set of diesel mechanic tools.
4. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with co-workers, patrons and vendors appropriately.
5. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and repair instructions and procedure manuals. Ability to follow written directions. Documents all accidents.
6. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
7. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Able to work with little supervision. Strong problem solving and trouble shooting skills.
8. **Computer Skills:** General knowledge of computer usage and ability to use e-mail and computer programs.
9. **Other Skills and Abilities:** Maintains an acceptable attendance record and is not tardy. Duties may require work hours outside a "typical" shift.

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## PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to walk; stand; sit and use hand and feet to operate and repair a school bus. The employee is required to lift, carry and move work related supplies and equipment or students in the event of an emergency bus situation. The employee will lift up to 60 pounds alone, or more with the

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aide of another employee or device. The employee must be physically able to perform all duties related to processing a Commercial Driver License.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and engine noise will vary from bus to bus. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees may be exposed to blood-borne pathogens, body fluids, communicable diseases, adverse weather conditions and temperature extremes. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Duties may require work hours outside a “typical” shift. (early morning/late afternoons) Split shifts are typical. Also, duties include working under time constraints to meet deadlines.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee  
Reviewed By: SLSD School Board

Prepared Date: March 2014  
Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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Head Mechanic