

TITLE: HEAD MECHANIC

QUALIFICATIONS:

1. Mechanical knowledge of gas and diesel engines
2. Own their hand tools
3. Licensed vehicle inspector
4. Valid Missouri Commercial Drivers License with "S" and "P" endorsement
5. Verifiable safe driving record
6. Up-to-date physical
7. State and FBI background check
8. Good human relations skills

REPORTS TO: Transportation Director

JOB GOAL: To provide safe and reliable transportation of students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and repair all buses and other school vehicles to conform to all state laws and regulations regarding school transportation.
2. Supervises the diagnosing and repairing of district automotive equipment.
3. Inspect buses as required by the State Highway Patrol.
4. Promotes high standards of safety and good housekeeping methods in all work-related areas.
5. Assists the Transportation Director when needed.
6. Keep maintenance records up-to-date.
7. Assist the Office Manager in keeping records of all purchases.
8. Assist the Transportation Director in recording bids on items such as oil, tires, etc.
9. Cannot take trips unless requested by office.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(Head Mechanic)

Signed:_____ Date:_____
(Transportation Director)