

**TITLE OF POSITION:**     **Serviceman – Mechanic I**

**CLASSIFICATION:**     **Transportation**

**LOCATION:**             **Bus Garage**

**SUPERVISOR:**         **Director of Transportation**

**SALARY RANGE:**       **Placement on Classified Salary Schedule**

**GENERAL DESCRIPTION:**

Performs preventative maintenance, servicing, and conducts safety inspections on school buses and other vehicular equipment. May be required to assist a journeyman mechanic in the repair of vehicles.

**MAJOR FUNCTIONS AND RESPONSIBILITIES**

1. Performs lubrication of buses and other automotive equipment to include chassis lube, oil, and filter changes, gearbox fill or drain and flush, wheel bearing pack, air cleaner service, and all lubricating procedures as required.
2. Verifies operational safety of equipment and devices such as brakes, lights, mirrors, glass, fire extinguisher, first aid kits, warning kits, horn, sign, warning lights and buzzers, emergency exits, wipers, tires, etc.
3. Changes and repairs tires; perform complete battery service and brake adjustment.
4. Service cooling systems; including filling, draining, and flushing; inspect, replace hoses, caps, valves, fan belts, and other such related tasks.
5. Operates lubrication equipment, hoist, compressor, battery charger, diagnostic equipment, headlight adjustment machine, alignment board, drills, presses, air wrenches, other tools and equipment as required in the performance of assigned duties.
6. Drives service truck for parts pick-up, towing and road-side service.
7. Assists in cleaning and organization of the shop, parts room, and other maintenance facilities.
8. Completes all preventative maintenance forms as required.
9. Each of the positions in the Transportation Dept. serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

**QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES**

1. Two years experience in an automotive preventative maintenance program, plus two years actual experience of preventative maintenance on heavy duty buses and/or trucks.
2. Must have a high school education equivalent.
3. Vocational training may be substituted for work experience up to six months.
4. Possess a valid Washington State drivers license with a CDL B/P1 and S endorsement and a good driving record.
5. Must be in good physical condition; some lifting is required, possibly 75 to 100 pounds.
6. Skill in the use of tools and equipment.
7. Ability to work from instructions and technical manuals and to keep accurate records.
8. Ability to understand and carry out oral and written directions.
9. Must be able to maintain good rapport with students, staff, and the public.
10. Must be able to work in a team setting.