

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Bus Mechanic**
 Pay Schedule/Range: **Established Annually by the BOE**
 Prepared/Revised Date: **January 2024**

Reports To: **Transportation Director**
 FLSA Status: **Non-Exempt**
 Work Year: **260 Days**

SUMMARY: To effectively assist the District and Administration in the tasks associated with providing safe transportation to students. This position requires technical knowledge of light duty truck and medium duty bus maintenance and repair procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Follow checklists and procedures to assure that all district vehicles and district equipment are safe, functional and safely maintained.
2. Perform a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on school buses.
3. Perform a prescribed preventative maintenance program on the bus fleet to make sure they are in adherence to state requirements.
4. Maintain a complete and current set of maintenance records on all district transportation and vehicles as directed.
5. Maintain inventory of parts and supplies.
6. Maintain a clean and orderly work area, and maintain repair shop facilities and equipment when needed.
6. Performs all necessary and requested maintenance on all district transportation vehicles.
7. Effectively communicates and is responsive to the Director, Superintendent, Principals and other administrators.
8. Drive a school bus as needed.
9. Perform all additional duties as assigned by the Transportation Director.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- CDL preferred with previous experience
- Criminal background check required for hire; employment contingent on appropriate results
- Physical signed by a licensed physician.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of Diesel trucks a plus
- Effective communication skills (Verbal and written)
- Must be a team player, dependable, and reliable
- Attention to detail and conscientiousness
- Ability to solve problems independently and the ability to be resourceful and proactive when issues arise
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Transportation Director

Direct Reports:	POSITION TITLE	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: Employees must be able to work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities and needs.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate.