Cheney Public Schools
12414 S Andrus Road
Cheney, WA 99004
(509) 559-4599

For our children, our community, our world, our future

CLASSIFICATION:	Transportation	LOCATION:	Transportation
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director(s).	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: Mechanic III – ASE Certified

GENERAL DESCRIPTION

The Mechanic III will work collaboratively with the bus shop foreman, diagnose mechanical problems and work in the repair, installation, alteration, service and maintenance of buses or related equipment requiring knowledge and experience in servicing a wide variety of vehicles.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Diagnose and repair mechanical, electrical and engine defects in school buses and other automotive equipment
- Overhaul and rebuild engines, transmissions, differentials, hydraulic and air brake systems and other major components by repair and replacements of parts
- Repair and rebuild generators, alternators, starters, and all other electrical components, utilizing testing devices and machine equipment as required
- Perform general tune-ups, utilizing diagnostic equipment
- Repair and replace seats, glass, sheet metal, latches and other body components and assemblies
- Change oil and filters, install anti-freeze and snow chains, repair tires, adjust brakes, lubricate chassis, wheel bearing and other assemblies; perform all required preventive maintenance and regular bus safety inspections
- Safely operate battery chargers, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, drills, presses, headlight adjustment machine, air wrenches, spark plug tester and other tools, equipment and machines required for performing repair and maintenance of motor vehicles
- Verify the operational safety of equipment and devices including, but not limited to, brakes, lights, mirrors, glass, fire extinguisher, first aid kits, warning kits, horn, sign, warning lights and buzzers, emergency exits, wipers, tires, etc.
- Complete vehicle maintenance forms and records; i.e., work orders, stock records
- Drive service truck for parts pick-up, towing and road-side service; make minor roadside repairs, or tow disabled vehicles to the maintenance shop
- Assist in cleaning and organization of the shop, parts room, and other maintenance facilities
- Complete all preventative maintenance forms as required
- Maintain tools, vehicle(s) and other maintenance equipment in good repair
- Remain on-call for snow removal during winter months and respond to emergencies as directed by supervisor
- May be assigned as a substitute bus driver
- Perform other duties as assigned/required

Each of the positions in the Transportation Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general ignition, carburetor, diesel injection systems, vacuum and test gauges, brake testing, wheel alignment and light testing equipment; service and maintenance of equipment; safe equipment operation procedures; district programs and procedures; proper lifting techniques; service, cleaning, and maintenance of vehicle(s), safe vehicle(s) operation procedures, codes and safe practices for passenger transportation; basic computer skills including, but not limited to; e-mail, internet, etc.; School Bus Driver Handbook published by O.S.P.I. and Cheney School District Standard Operating Procedure Handbook

Ability to: perform preventative and routine maintenance to school buses and other designated vehicle(s); safely operate various maintenance equipment; use and care for tools and equipment; work from instructions and technical manuals and to keep

accurate records; read and follow written and verbal instructions, as well as communicate clearly in both verbal and written communications; ability to operate snow removal equipment in safe and efficient manner; perform routine safety inspection, preventative maintenance to vehicle(s); operate a school bus or other designated vehicle; read maps and follow routing software; maintain student transport schedules; work variable hours as requested/needed; work alone or in a team setting; maintain good rapport with students, staff, and the public.

MENTAL DEMANDS

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift up to 50 pounds
- Ability to occasionally lift up to 75 pounds
- Physically able to perform heavy work on a daily basis
- Physical requirements as defined by Washington State Law for CDL Drivers
- Sit and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 45% standing, 45% walking, and 10% sitting.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent
- Requires industry ASE certification; must obtain within six months of hire
- Completion of a recognized apprenticeship as a heavy-duty truck and/or bus mechanic OR full journeyman status as a heavy-duty truck and/or bus mechanic
- Vocational training may be substituted for work experience up to two years
- Must have and maintain a valid Washington State Driver's License
    - Must have and maintain a Class A/B CDL with passenger and school bus endorsements*
    - Must be at least 22 years old (if applicant is under 22, they will be required to obtain CDL and maintain CDL requirements upon turning 22 years old)
    - Must have minimum 5-years driving experience with a clean driving record
    - Must hold a Medical Examiners Certificate (MEC)
    - Demonstrated ability to safely operate a large commercial vehicle
- Must have access to reliable transportation
- Must pass mandatory pre-employment and random drug/alcohol testing requirements
- Basic computer knowledge and skills, including Google Workspace, MS Windows and Word

*Paid training provided: 32 hours classroom training, 20 hours behind-the-wheel training; District will cover the cost of testing and required physical; Cost for fingerprinting covered by the district; District will reimburse CDL licensing fee.

TERMS OF EMPLOYMENT

- Transportation Classification on Public School Employees of Cheney Salary Schedule
- Year-round position; 8 hours per day

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

HISTORY

Job description and format updated: April 2025

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER