

Wentzville R-IV School District
Position Description
Locator: 7.04

Position Title: Mechanic

Reports To: Fleet Maintenance Supervisor

SUMMARY

Assists the Fleet Maintenance Supervisor in the maintenance of a safe, efficient transportation system for the Wentzville R-IV School District.

QUALIFICATIONS/REQUIREMENTS

Mechanic shall have earned a high school diploma or its equivalent. The Mechanic shall have experience with diesel engines and possess a valid Missouri CDL with PS and Hazmat certification. Experience as a journeyman mechanic and ASE certifications in School Bus or Medium/Heavy Duty Trucks are preferred.

ESSENTIAL JOB DUTIES

- Maintains accurate safety and maintenance records regarding transportation vehicles.
- Notifies the Fleet Maintenance Supervisor of any unsafe mechanical conditions.
- Drives the fuel truck to fuel buses, as needed.
- Transports students on routes and trips, as needed.
- Keeps the tools and machinery of the transportation system in a safe, organized manner.
- Participates in a safety program for shop employees, addressing safety hazards.
- Makes minor repairs, such as replacing starter, carburetor, water pumps, alternators, radiators, blades, tires, cables, batteries and other electrical components.
- Is able to react to change and handle other essential tasks as assigned.
- Implements a preventative maintenance program for all vehicles.
- Reports need for additional parts, fuel, shop equipment and supplies to the Fleet Maintenance Supervisor.

REQUIRED ABILITIES AND SKILLS

- Demonstrates comprehensive knowledge of the standard practices and tools of the automotive mechanic trade.
- Has the ability to get along with others and use good judgment.
- Has the ability to perform major overhauls of vehicle assemblies, such as motors, transmissions, brake systems, electrical systems, and axles, on both gas and diesel fueled systems.
- Changes oil, filters and lubricants, and service checks batteries, fluids and tire pressure.
- Completes appropriate records/paperwork.

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- Performs analysis and identifies cause of malfunctioning equipment.
- Performs equipment tear down; cleans and installs new parts.
- Possesses good business practices and work ethics.

OTHER REQUIREMENTS

- Works overtime as needed.
- Not be allergic to conditions which are activated or aggravated by motor lubricants, turf chemicals or fuels.
- Is able to establish and maintain cooperative working relationship with staff and others.
- Presents a neat, clean appearance.
- Is able to work in adverse weather conditions.
- Is able to perform assigned duties with minimal supervision.
- Is able to demonstrate proper vehicle maintenance techniques.
- Is able to operate and service heavy ground equipment.
- Is able to weld.

EDUCATION AND EXPERIENCE

Experience as an automotive mechanic, completion of the 12th grade or equivalent with attendance at a vocational or trade school is highly desirable; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities. A basic understanding of computer software program usage and computerized technical equipment is desirable. ASE certification is preferred.

SPECIAL REQUIREMENTS

	Occasional (1-32%)	Frequent (33-66%)	Constant (67+%)
1. Standing		xxx	
2. Walking			xxx
3. Sitting	xxx		
4. Lifting (to 90 lbs.)			xxx
5. Carrying			xxx
6. Pushing/Pulling			xxx
7. Climbing/Balancing			xxx
8. Stooping/Kneeling/Crouching/Crawling			xxx
9. Reaching/Handling			xxx
10. Speaking/Hearing	xxx		
11. Seeing/Depth Perception/Color			xxx

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OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Fleet Maintenance Supervisor.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.