



Facilities and Transportation Mechanic

Purpose Statement

The job of Mechanic is performed for the purpose of providing mechanic services, including identifying repair and/or replacement needs, performing repairs and preventive maintenance, ensuring completion of projects in accordance with trade standards, providing information on the proper uses of equipment, and assisting other mechanics while ensuring that tools and materials are available at the job site.

Supervisory Relationship

Reports to: Transportation Supervisor

Essential Functions

- **Attend In-Service and Safety Meetings:** Participate in unit in-service and safety meetings to gather and convey information required to perform job functions.
- **Diagnose Vehicle Malfunctions:** Identify causes of vehicle malfunctions to determine needed repairs and/or replacements.
- **Fabricate Parts:** Create parts as necessary for repairs.
- **Inspect Vehicles:** Conduct thorough inspections of assigned vehicles (e.g., brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition) to ensure safe operating conditions.
- **Maintain Tools and Equipment:** Ensure the availability and safety of tools and equipment within the workspace.
- **Record Keeping:** Maintain detailed records of repairs, vehicle warranties, and other relevant information to meet regulatory requirements.
- **Oversee Mechanic Assistants:** Supervise and guide Mechanic Assistants and other assigned personnel to ensure compliance with established guidelines.
- **Perform Routine Maintenance:** Execute routine vehicle maintenance (e.g., oil change, tire rotation, brake check) to keep vehicles in safe operating condition and meet mandated requirements.
- **Prepare Documentation:** Create written materials (e.g., repair and maintenance logs, parts lists, warranty claims, bus routing assistance) to document activities and meet requirements.
- **Manage Routing and Scheduling:** Prepare and adjust routing and scheduling (e.g., special routing jobs) to ensure transportation schedules are covered.
- **Repair Vehicle Systems:** Fix vehicle systems and components (e.g., diesel/gasoline engines, transmissions, differentials, clutches) to ensure the availability of vehicles in safe operating condition.
- **Respond to Road Calls:** Attend to disabled vehicles on the road to perform emergency repair work in the field.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices.
- Operate school buses and/or district vehicles.
- Utilize tools and equipment for vehicle maintenance.
- Perform driving routes as needed.
- Prepare and maintain accurate records.

Knowledge

- Methods of maintaining vehicles.
- Storage and removal of hazardous materials.
- Safety practices and procedures.

Abilities

- Schedule activities and meetings.
- Gather, collate, and classify data.
- Use job-related equipment.
- Adapt to changing work priorities.
- Communicate with diverse groups.
- Meet deadlines and schedules.
- Set priorities and work with interruptions.

Responsibility

Work under direct supervision using standardized routines. Direct other persons within a small work unit. Operate within a defined budget. Have a significant opportunity to impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and crawling; significant fine finger dexterity. Generally, the job requires 15% sitting, 25% walking, and 60% standing. Minimal temperature variations and exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field is required

Education

Targeted, job-related education with study in a job-related area

Certificates and Licenses

Bus Driver's Certificate

CDL (Commercial Driver's License)

Continuing Education

Maintains certificates and/or licenses

Continuing Education Requirements as needed

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SP

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