# Job Description
# MOORE PUBLIC SCHOOLS

**Job Title:** **Lead Bus Mechanic**

**Qualifications:**

**Credentials:** Valid Class "B" CDL with passenger and school bus endorsement Driver's License. State inspection certificate; must have own tools.

**Education:** High School, GED or equivalent experience is required in lieu of high school degree. Mechanic training a plus. ASC Certifications are welcome.

**Training/Experience Required:** Minimum of 3 years in auto and diesel mechanics.

**Special Skills, Knowledge, Abilities:**
Must have knowledge of both gas and diesel engines. Must be proficient in diagnostic protocols.

Must be knowledgeable in equipment including but not limited to welding, brazing, lathing, drills, test equipment, jacks, dollies, bandsaws and tire machines. Uses tools with expertise such as refrigerant systems, electrical systems, alternators, etc.

Must be knowledgeable with tablets and familiar with Traversa and IMS maintenance systems and diagnostics such as Cummins, Identifix, J-Pro and others as delivered.

Must have excellent communication skills (oral, written or business): Excellent communication skills to give instruction, explain issues and respond to inquiries.

Ability to order parts and maintain proper P.O. and invoice protocols that are in place.

Ability to read and interpret written routine printed materials such as basic schematics, manuals, charts, diagrams, maps and instructional materials.

**Job Goal (Purpose of Position):** Under the general supervision of the Shop Foreman, the Lead Mechanic must lead by example by performing duties that are required to maintain a safe and break-down free fleet of vehicles. Incumbent on the Lead to follow standard operating procedures with effective use of time.

**Contact with Others:** Regular contact with mechanics, drivers, assistants, vendors and other district employees.

**Other Performance Measures:** Successful performance of the job requires good service skills, follow-up and fixing the issues the first time. Requires following all safety guidelines. It requires proper attendance and leave policies and other positive work habits that make for a successful

Lead. Initiative and effective problem solving are necessary to diagnose problems and anticipate concerns from the drivers and assistants.

**Essential Job Functions (Performance Responsibilities):**
1. Collects bus and vehicle inspections via Traversa daily. Performs necessary bus and vehicle repairs as indicated by drivers, assistants or school personnel.

2. Leads daily preventative maintenance scheduling and assigns duties as required. Fluid levels, brakes, tire condition, tune-ups, lubes, etc. to buses and vans, SUVS and Maintenance vehicles. Performs overhaul to motors, rear ends, transmissions, brakes and what is necessary after diagnostics.

3. Performs state inspections annually on buses and inspects all vehicles as needed.

4. Maintains accurate inventory levels and keeps immaculate records of service to vehicles via tablets and Traversa.

5. Maintains a clean and safe service area and clean and properly stored tools.

6. Must be available to work weekends on call or after hours with breakdowns.

7. Assist in Building B as required.

8. Performs other duties as assigned.

**Supervision exercised:** Will supervise shop floor as needed and assist as requested.

**Site:** Transportation

**Reports To:** Shop Foreman

Physical/Mental Requirements and Working Conditions: Will work 7-8 hours a day walking, standing, bending, stooping, lifting, crouching, crawling, kneeling occasional ladder use, reaching above the shoulders, frequently pushing or pulling. Requires frequent carrying and lifting up to 75lbs.

Lead mechanic will use both feet for repetitive movements walking the lot, stepwells, foot controls in vehicles and use both hands for repetitive actions requiring simple/firm grasping and/or fine manipulation.

Lead mechanic must possess manual dexterity/vision sufficient to work in, around, and under vehicle safely and efficiently to be able to read and complete necessary reports; possess hearing/speaking ability to communicate with workers, hear engine noises to diagnose problems and to avoid danger.

Employee job requires them to work on ladders occasionally, use power tools, equipment and machinery; working outdoors under all conditions and temperature changes; driving motorized equipment, plows and possible exposure to toxic dust, exhaust fumes, gases and petroleum products.

**Terms of Employment:** 261 days

**Salary:** Category G

**Evaluation:** Performance of this job will be evaluated in accordance with Board policy.

Approved 2026-27 Negotiated Agreement