

- QUALIFICATIONS:
1. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive/diesel mechanical repair or truck repair.
 2. Two years of experience in automotive and body repair.
 3. Commercial driver's license (CDL), Class B with student and passenger endorsement.
 4. Appropriate BCI/FBI clearance.
 5. Two to three years of diesel mechanic experience.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Transportation Coordinator/Designee

JOB GOAL: To keep the district's motor fleet in such a state of operating excellence that they present no problems or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Promotes high standards of safety.
2. Sweeps and cleans shop on a daily basis.
3. Keeps tools clean and maintains them in an orderly manner.
4. Reports immediately loss of equipment, tools, and supplies to the Transportation Coordinator.
5. Recommends to the Transportation Coordinator methods for improving the efficiency of maintenance services.
6. Establishes an efficient and effective system of routine bus maintenance and preventive care.
7. Reports any misuse or neglect of vehicles to the Transportation Coordinator.
8. Establishes a time schedule for routine maintenance on each bus.
9. Is able to perform all mechanical repairs and routine maintenance tasks as required to keep fleet in operation.
10. Is responsible for all repairs on all motorized equipment--buses, trucks, tractors, lawn mowers, automobiles, and other equipment owned by the Board of Education.
11. Is able to "trouble shoot" problems, analyze and repair before major repairs are needed.
12. Along with Transportation Coordinator, determines the mechanical safety of equipment.
13. If time will allow, he is responsible to have all equipment operating on schedule.
14. Ability to drive, move, and deliver buses.
15. Picks up parts as needed.
16. Responds to emergency roadside service needs.
17. Assists Head Mechanic with documentation (e.g. repairs, maintenance records, etc.) for the purpose of providing written support and/or information to comply with regulating guidelines.

- 18. Demonstrates ability to work and communicate effectively with the general public and school district employees. Refrains from the use of inappropriate language.
- 19. Performs all other duties and responsibilities as assigned by the Superintendent.

Work Duties/Environment may involve:

- 1. Regular use of hands and fingers.
- 2. Swift movement, lifting, carrying, and moving work-related supplies and equipment.
- 3. Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 to 75 pounds.
- 4. Traveling to work assignments.
- 5. Working under time constraints and deadlines.
- 6. Regular involvement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, crouch, and kneel.
- 7. Exposure to blood-borne pathogens, bodily fluids, blood, and communicable diseases.
- 8. Occasional interaction with aggressive, disruptive, and/or unruly individuals.
- 9. Riding on or driving buses and operating wheel chair lifts and securing car seats.
- 10. Working outside in inclement weather (occasionally).
- 11. Working around moving objects, vehicles and machinery with moving parts.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have received and reviewed a copy of this job description.

Employee Signature

Date

ADOPTED: 01/15/1985

REVISED: 10/14/1991

REVISED: 07/18/2016