



JOB DESCRIPTION – Mechanic I

JOB GOAL:

Ensure all School Board owned vehicles are maintained, in safe working condition, and operating efficiently.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years successful experience as a mechanic.
3. Must be able to pass an annual physical and dexterity exam as prescribed by the DOE School Transportation Management Section.
4. Must possess, or be willing to obtain, a CDL License with passenger and school bus endorsement within 3 months of employment.
5. Must pass a pre-employment drug screen and submit to random drug screenings.
6. Must provide written references upon the request of the Superintendent.

REPORTS TO:

Director of Transportation & Maintenance

SUPERVISES:

Mechanic II

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Maintain buses and other vehicles in the fleet for safe operation with preventive maintenance and service.
2. Provide general major and minor repair work for vehicles by adjusting, repairing, and replacing units and part as needed.
3. Provide for preventive maintenance of vehicles as an ongoing plan.
4. Inspect buses and perform or recommend corrective action as needed.
5. Provide diagnosis, analysis, and repair on reported problems.
6. Maintain tools and equipment in good working order.
7. Maintain garage and grounds and follow sound safety practices.
8. Perform emergency road repairs and test drive vehicles to ensure they are in safe operating condition.
9. Drive bus routes as needed on emergency basis.
10. Provide for fuel availability and fuel vehicles as directed.
11. Procure and inventory parts, equipment, tools, and materials in accordance with prescribed procedures.
12. Complete inspections, maintenance and fuel service records and reports as required.
13. Provide for cleaning of buses according to District policies and procedures.
14. Repair and/ or replace seats as directed.
15. Follow mandates regarding disposal of hazardous materials.

Inter / Intra-agency Communication and Delivery

16. Advise supervisor on problems and status of jobs.
17. Interact appropriately with other personnel.
18. Communicate well with supervisor.

Employee Qualities / Responsibilities

19. Work independently or as a team member.
20. Report to work punctually and regularly.
21. Display an appropriate work ethic.
22. Participate in training to improve knowledge and competence in relation to position.

System Support

23. Represent the School Board in an appropriate manner.
24. Follow transportation maintenance policies and procedures.
25. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES AND RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/ or up to 20 pounds of force as needed to move objects.
2. Sit, stand, and walk for required periods of time.
3. Reach/handle objects.

ENVIRONMENTAL DEMANDS:

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions.

TERMS OF EMPLOYMENT:

1. 12-month position
2. The salary and benefits shall be paid consistent with the district's approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: April 12, 2022