

### Mechanic

#### Purpose Statement

The job of Mechanic is done for the purpose/s of providing mechanic services with specific responsibility for performing assigned repairs and preventive maintenance; assisting mechanics; and ensuring that tools and materials are available at job site.

This job reports to Manager, Transportation

#### Essential Functions

- Adjusts parts, components, systems (e.g. computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Assists other mechanics and/or assistant mechanics as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Attends department in-service and safety meetings for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Diagnoses engine, transmission, electrical, and drive train systems for the purpose of prescribing appropriate mechanical solutions to ensure proper vehicle operation and safety.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Performs road tests on all vehicles/school buses for the purpose of ensuring that vehicles are in safe operating order.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Serves as a substitute driver for the purpose of ensuring there are enough drivers to transport students to and from school safely.
- Trains new drivers for the purpose of ensuring they know basic bus driving skills and how to complete pre and post trip inspections.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions; reading, writing and communicating clearly in English.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

- Experience:** Job related experience is required.
- Education:** Targeted, job related education with study in job-related area.
- Equivalency:** Certificate of Diesel Technology or ability to obtain ASE School Bus Technician within 12 months of hire.

**Required Testing:**

Pre-Employment Drug Test  
[Physical Ability Test](#)

**Certificates and Licenses**

Class "B" Commercial Driver's License w/Bus & Passenger Endorsements  
CPR/FA/AED Certificate

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Background Clearance  
10 Year Motor Vehicle Record  
DOT Physical

**FLSA Status**

Non Exempt

**Approval Date:** 6/25/2018

**Revised Date:** 4/9/2021

**Salary Grade**

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