

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota 55068

TITLE: Chief Mechanic

REPORTS TO: Coordinator of Transportation

TYPICAL JOB DUTIES:

1. Participates with the Coordinator of Transportation in establishing procedures pertaining to the school district bus fleet.
 - a. Manages schedules and performs repair work to equipment and vehicles as needed.
 - b. Maintains a preventive maintenance program for all school vehicles on a regular basis.
 - c. Maintains a current inventory of repair parts and equipment.
 - d. Provides necessary information for computer record keeping.
 - e. Provides necessary information on parts order request for office purchasing.
 - f. Promotes high standards of safety and good housekeeping methods in work related areas.
 - g. Provides daily work direction to shop personnel.
 - h. Schedules and approves vacation and sick leave request for shop personnel.
 - i. Schedules and approves overtime, as necessary, to meet the needs of the school district fleet repair and maintenance.
 - j. In coordination with the Coordinator of Transportation develops and maintains school bus specifications.
 - k. Assists with the Coordinator of Transportation in the tabulation and examination of bid documents in order to select for recommendation the best purchase option for the school district.
 - l. Monitors shop personnel to provide work related feedback.
 - m. Initiates disciplinary action regarding shop personnel by recommending disciplinary action.
 - n. Attends in-service or training sessions to improve knowledge and abilities to better perform maintenance functions, as deemed necessary by Transportation Coordinator.

2. Assists with various other department responsibilities
 - a. Morning check in of drivers chaperones
 - b. Maintains list of available of spare buses
 - c. Supports dispatcher with necessary duties
 - d. Answers calls and provides necessary information
 - e. Communicates effectively with school staff and public
 - f. Supports charter dispatcher
 - g. Drives routes when necessary
 - h. Checks roads during severe weather when requested by the Coordinator of Transportation
 - i. On call weekend coverage for department when assigned

QUALIFICATIONS:

Graduate of a technical school vehicle maintenance program or 4 years experience in repairing heavy equipment preferred.

Supervisory experience preferred.

Knowledge of Versatrans Fleetvision or other vehicle maintenance program(s).

Knowledge of Microsoft Office products.

Demonstrated ability to learn various computer programs.

CDL with proper class and endorsement to tow large vehicle within 12 months of hire date.

CDL with proper class and endorsements to drive a school bus within 3 months of hire date.