



# ZION-BENTON

TOWNSHIP HIGH SCHOOL DISTRICT *126*

## COMMITTED TO EDUCATIONAL EXCELLENCE

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### ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Bus Mechanic</b>	<b>LOCATION:</b>	<b>District Wide – Transportation Dept.</b>
<b>REPORTS TO:</b>	<b>Transportation Director</b>	<b>STATUS:</b>	<b>Classified – Union Exempt</b>
<b>CLASSIFICATION:</b>	<b>Transportation</b>	<b>TERM:</b>	<b>12-month / Full Time</b>

#### **About D126:**

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal “To ensure that students graduate ready for college, a career, and life.”

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today’s global society.

#### **General Summary:**

Maintains all District owned vehicles and equipment.

#### **Essential Duties and Responsibilities:**

1. Perform mechanical work in the maintenance and repair of the District’s bus fleet and ground equipment.
2. Ability to follow verbal and written directions and perform assignments as directed by Head Mechanic and/or Transportation Director.
3. Ability to multi-task and work with minimum supervision.
4. Perform preventative maintenance checks, automatic transmission services, and brake work.
5. Use common hand and power tools and equipment needed to repair vehicles.
6. Install auxiliary equipment, batteries, tires, brake components, and wiring.
7. Maintain the appropriate records of repairs done.
8. Snow removal using both pick-up trucks and handheld equipment as needed and directed by Transportation Director.
9. Good communication skills.
10. Ability to be “on-call” as needed for emergencies.
11. Flexible hours for snow emergencies and other weather-related needs.
12. Perform other duties as assigned by the Head Mechanic and/or Transportation Director.

**Knowledge, Skills, and Abilities:**

- Ability to communicate with faculty and staff in a courteous and professional manner.
- Competent in performing a high degree of detailed work.
- Able to work well under pressure, problem solve and meet deadlines.
- Able to remain flexible and adapt to changing demands.
- Maintains proper professional attire including uniform shirt.
- Flexible work schedules to meet seasonal and emergency demands.

**Education and Experience:**

1. Three or more years’ experience working on diesel school buses preferred.
2. Possess a valid driver’s license and a CDL license or able to obtain a CDL license within 60 days required.
3. Experience working with vehicle diagnostic computer software preferred.
4. Experience plowing snow preferred.
5. High school diploma or equivalent.

**Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to read reports and use the computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
<b>Standing/Walking/Mobility:</b> Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
<b>Climbing/Stooping/Kneeling:</b>				X
<b>Lifting/Pulling/Pushing:</b>				X
<b>Dexterity/Repetitive Motion:</b> Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

**Physical Dimensions:**

Heavy Work: Exerting up to 50-80 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Pay Rate:** \$22.15 an hour.

**Benefits:**

- Health Insurance: Employee coverage provided at \$20 per month  
 Dependent coverage available at shared Board of Education and employee expense
- Dental Insurance: Available at Employee’s Expense
- Vision Insurance: Available at Employee’s Expense
- Life Insurance: \$10,000 provided.  
 (Option - \$15,000 provided if no health insurance is desired)

Paid Holidays

Sick, personal leave, vacation time

Illinois Municipal Retirement Fund (IMRF) (pension system)

Employee's individual 403(b) retirement plan

## Tuition Reimbursement

### **Note:**

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.