## Job Description:

<table>
<thead>
<tr>
<th>Job Description:</th>
<th>Mechanic</th>
<th>FLSA Status:</th>
<th>Non Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>School Services</td>
<td>Code:</td>
<td></td>
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<tr>
<td>Location:</td>
<td>Transportation Facility</td>
<td>Reports to:</td>
<td>Supervisor of Transportation</td>
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<tr>
<td>Position Type:</td>
<td>Full time (238 Days)</td>
<td>Version:</td>
<td></td>
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</tbody>
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### Description of Position:
Under the supervision of the Transportation Supervisor, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also assists in the maintenance of cars, trucks, and other motorized equipment; prepare and maintain related records, and other related duties as required. The job of "Mechanic" is done for the purpose/s of determining needed repairs and/or replacements on a vehicle and equipment; ensuring the availability of vehicles and equipment in safe operating condition; and providing written documentation of repairs to meet district, state and federal requirements.

### Essential Duties and Responsibilities

- Diagnoses potential vehicle and equipment malfunctions for the purpose of determining needed repairs and/or replacements.
- Perform computer diagnostics on school buses.
- Executes preventive maintenance programs for the purpose of maintaining vehicles and equipment in safe operating condition.
- Maintains tools, equipment and shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Prepares documentation (e.g. repairs, maintenance records, etc.) for the purpose of providing written support and/or information to comply with regulating guidelines.
- Repairs vehicle and equipment systems/components, including minor body work, painting, glass, and seat repairs etc. for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- Replaces defective vehicle and equipment parts/systems for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- Inspects vehicles for the purpose of ensuring conformance to state and federal standards.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Braze and weld metals as needed.
- Participates in various activities (e.g. meetings, training, etc.) for the purpose of receiving and conveying information.
- Perform major and minor motor repairs and replacement work on school buses, cars, trucks, lawn and garden equipment, and other district equipment.
- Inventory of all transportation parts
- Responsible for using and maintaining maintenance management software
- Responsible for assigning spare buses for routes and buses for field trips
- Coordinate with dispatchers which spare buses are to be entered into Spot My Bus
- Respond to vehicle breakdown emergencies to include nights and weekends.
• Drive bus routes as required.
• Prepare and complete all work orders and records as necessary
• Perform road testing of vehicles to determine road worthiness
• Maintain shop area, facilities, and tools in a clean, safe condition
• Use appropriate PPE (personal protective equipment) such as safety glasses, ear plugs, gloves, etc
• Insure proper disposal of oils, fluids and tires to meet the requirements of the EPA
• Perform other duties as deemed necessary by the supervisor, thus carrying out all assigned duties efficiently and promptly
• Comply with all State guidelines and provide information when needed

Qualifications and Education Requirements

• A satisfactory driving record to include no more that two (2) traffic violations in the past three (3) years
• Currently possess or be willing to obtain a Class B Commercial Drivers License with a “P”, “S” and air brake endorsements
• High School diploma or its equivalent
• Must be able to pass all required training required by the school district and the Mississippi Department of Education
• Must pass police background record check
• Must be insurable by local district insurance carrier
• Have no known medical history or clinical diagnosis of any condition that could be detrimental to the safety of the students that will be transported
• Must be eighteen (18) years of age
• Two years experience as a vehicle mechanic, including work experience on heavy trucks (gasoline and diesel), medium size trucks, and small engine repair.
• Ability to read and interpret manuals related to the trade
• Ability to diagnose mechanical and electrical problems and perform repairs accordingly
• Must be physically able to lift 70 pounds
• Must be able to communicate effectively with school bus drivers
• Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

Preferred Skills

• ASE certified
• 2 year college degree (mechanic) or Diesel College Degree
• Vehicle electrical and mechanical troubleshooting skills
• Experience with repairing and troubleshooting vehicle and bus air conditioning issues
• Experience with transportation software (work orders, preventive maintenance, inventory, etc.)
Employee Statement of Understanding

☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

__________________________________________________                              ____________________
(Signature)                                                                                            (Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.