

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: Van/Car Mechanic (non-exempt)

Specific Duties:

- Performs thorough, accurate Preventative Maintenance inspections.
- Following schedules completes all required PM maintenance operations including lubrication, fluid changes, brake adjustments, and tire rotation.
- With direction from the Transportation Manager, performs maintenance as needed.
- Must operate student transportation vans to perform road tests, as well as shuttle in and out of the garage for repairs and maintenance. Must be eligible to obtain a V Endorsement from DMV.
- Performs emergency roadside services as needed.
- Emergency conditions may require extended hours (no weekends).
- Document repairs and parts on work orders completely and accurately.
- Maintains tools and work places so that conditions are neat and orderly.
- Must be thoroughly familiar with all safety provisions associated with vehicle maintenance. Understands OSHA standards and provisions.
- Understands and conforms to State EPA regulations regarding disposal of toxic waste substances.
- Performs other duties as required.

QUALIFICATIONS

- High School Diploma or equivalent supplemented by specialized vehicle and equipment repair courses.
- At least two (2) years' experience as a mechanic in an automotive, school bus or any equivalent combination of education and experience.
- Ability to safely lift over 50 lbs.
- Provide own hand tools required for regular maintenance.

KNOWLEDGE AND SKILLS

- Knowledge of tools, procedures, technical skills and safety rules used in the maintenance and repair of gasoline, diesel, and alternative powered equipment.
- Written and verbal communication skills, and customer service skills are essential. Ability to deal with problems and find solutions.
- Must have knowledge of Federal and State regulations.
- Operational knowledge of motorized gasoline and shop equipment and tools.
- Scheduling and setting priorities for work to be accomplished.
- Inspection of equipment and diagnose mechanical defects.
- ASE Certification(s) a plus