



DeKalb County
School District

Mechanic, Bus

Reports to:	Mechanic, Lead	FLSA Status:	Non-Exempt
Department:	Technical/Other	Structure/Grade:	Unified 117
Division:	Operations	Workdays:	246
Retirement:	Public School Employees Retirement System		

Position Summary

Performs basic skilled tasks to maintain and repair a fleet of school buses, performing tasks such as engine and electrical diagnostics, brake servicing, and conducting safety inspections to ensure reliable and safe student transportation. Performs duties under moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Performs preventative maintenance and regular inspections on buses and supports vehicles to ensure vehicle safety, readiness, and compliance with traffic and ventilation safety regulations.
- Conducts repairs on school buses, addressing malfunctions, assessing damage, and ensuring safe and efficient operation.
- Services support vehicles for everyday use, including performing oil changes and small repairs.
- Maintains an adequate inventory of serviceable technician-provided hand tools as determined by the supervisor and cleans and stores tools promptly after use.
- Acquires necessary information and tools to perform specific duties effectively and maintains automotive/diesel service technician tool chest.
- Logs all maintenance activities and prepares paperwork for all repairs.
- Communicates effectively with customers, team members, and bus drivers during morning route start-ups.
- Documents morning work from route assistance to generate work orders required for restocking truck parts inventory.
- Plans and executes maintenance schedules, responds to unexpected breakdowns or issues, and assists colleagues in vehicle maintenance tasks as needed.
- Maintains accountability for all special tools, part supplies, and equipment issued to the employee, and submits service truck work orders to the parts department for requisition of truck parts inventory used.
- Follows established standard operating procedures and systems to accomplish tasks.
- Performs other duties as assigned.

Qualifications

- Associate degree in Automotive Repair or related field or high school diploma with some additional continuing education through a certification program with 3 – 6 years of related experience required

Knowledge, Skills, and Abilities

- Knowledge of the construction materials used in the manufacture of school buses



- Knowledge of the principles of electricity as it relates to vehicle diagnostics
- Ability to diagnose and troubleshoot mechanical issues on diesel engines, basic motor vehicles, and school buses
- Knowledge of local and state traffic ordinances, school bus safety policies and procedures, and local and state roads and highways
- Knowledge of vehicle maintenance requirements, records, and procedures
- Ability to operate, maintain, and repair a variety of motor vehicles, including school buses
- Ability to use electrical, mechanical, hydraulic, and pneumatic systems
- Ability to read and understand schematic sheets
- Ability to identify the need for routine vehicle maintenance procedures
- Ability to use air and hand tools
- Ability to solve problems within defined parameters and under clearly established processes
- Effective oral, written, and interpersonal communication skills
- Ability to follow clearly established procedures
- Ability to maintain records

Physical Demands and Work Environment

- Constantly operates and inspects mechanical equipment.
- Constantly positions self to use, inspect, clean or repair tools and machinery.
- Constantly observes details at close range.
- Frequently required to exchange accurate information.
- Frequently remains in a stationary position.
- Frequently moves tools and equipment weighing up to 50 pounds across the facility.
- Frequently operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Occasionally moves tools and equipment weighing up to 75 pounds across the manufacturing floor.
- Occasionally ascends/descends machinery and equipment to repair/service.
- Must have valid driver license and clean driving record.
- Constantly exposed to loud noise levels.
- Constantly exposed to moving mechanical parts.
- Occasionally exposed to mechanical oils, vibration and risk of electrical shock.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 11/13/2025