

Durham Public Schools

Transportation Services Technician II

Job Description

JOB TITLE: Technician II

REPORTS TO: Transportation – Maintenance Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY:

A school bus technician II routine inspect, diagnoses and repair school / activity bus issues involving all mechanical, electrical, air conditioning, and etc.

RESPONSIBILITIES & DUTIES:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to maintain a fleet of seventy-five plus school buses.
4. Ability to work on a computer.
5. Ability to speak effectively before groups of customers or employees of organization.
6. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
7. Ability to apply concepts of basic algebra and geometry.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Must have CDL A license with school bus, wrecker, and fuel tanker related endorsements. Minimum of 4 ASE certifications preferred.
10. Must have proper licensure and ability to operate all equipment used in school bus operations.
11. The employee must be available to work flexible hours upon request.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma or general education degree (GED) plus some college level credit with an emphasis on Auto/School Bus work preferred; three to five years related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Drives tow truck, tire truck, and diesel tanker truck as needed.
2. Changes tires, including mounting & balancing as needed.

3. Assists other mechanics in routine tasks such as inspections, oil changes, parts replacement, lubrication of moving parts, etc.
4. Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.
5. Assist in removing unit such as engine, transmission, or differential.
6. Disassembles unit and inspects parts for wear.
7. Relines and adjusts brakes; aligns front ends.
8. Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
9. Replaces and adjusts headlights, and installs and repairs accessories such as cameras, GPS systems, mirrors, and windshield wipers.
10. Directly responsible for school bus inspections schedules on assigned buses (both NC Inspections & 30-day inspections) in accordance with NCDPI requirements.
11. Maintains preventive maintenance programs on school buses.
12. Diagnose and repair both routine and major mechanical problems involving all mechanical, electrical, air conditioning, etc. systems.
13. Directs other mechanics in routine tasks such as inspections, oil changes, parts replacement, lubrication of moving parts, etc.
14. May be responsible for painting and body work.
15. Performs other duties as assigned.

RESOURCE REQUIREMENTS:

- X e-mail address X Outlook
- X Cellular Phone
- X State Service Vehicle
- X Software - Microsoft Office, Adobe, BSIP)
- X Web site access
- X Building access key/code (for necessary building access during non-traditional hours)

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance, and talk or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills, and other requirements necessary of employees to perform in this position.

Signature

Date