Transportation Services Technician II

Department: Transportation Services

Reports To: Transportation Shop Supervisor

FLSA Status: Permanent, 12 months, Classified, Nonexempt

Position Summary:

Technician II performs skilled mechanical work involving the inspection, diagnosis, maintenance, and repair of school buses and other district fleet vehicles. This position is responsible for maintaining vehicles in safe and reliable operating conditions while minimizing downtime and supporting daily transportation operations. The employee uses mechanical knowledge, diagnostic equipment, and technical resources to identify problems, complete repairs, and ensure compliance with applicable North Carolina school bus inspection requirements and district procedures.

Essential Duties and Responsibilities

- Perform preventive maintenance, scheduled services, and mechanical inspections on school buses and other fleet vehicles.
- Diagnose, troubleshoot, and repair diesel engines, transmissions, brakes, steering, suspension, cooling systems, and fuel systems.
- Diagnose and repair electrical and electronic systems, including starting and charging systems, wiring, sensors, and engine control systems.
- Inspect, troubleshoot, and repair vehicle heating and air-conditioning systems.
- Operate diagnostic scanners, testing equipment, hand tools, power tools, and other shop equipment to identify and correct mechanical problems.
- Complete repairs in accordance with manufacturer specifications, applicable safety standards, and North Carolina school bus inspection requirements.
- Identify mechanical deficiencies and recommend corrective action to prevent breakdowns and reduce vehicle downtime.
- Complete maintenance work orders and accurately document repairs, labor, parts usage, and inspection findings in the district's fleet maintenance system.
- Perform quality checks and road tests, when appropriate, to verify repairs and confirm safe vehicle operation.
- Maintain a clean, organized, and safe work area and comply with established shop safety procedures.
- Assist with prioritizing maintenance and repair activities to ensure buses are available for scheduled routes and transportation services.
- Communicate repair needs, recurring mechanical issues, and parts requirements to the supervisor.
- Maintain tools, equipment, and assigned work areas in proper working conditions.
- Attend required training and maintained current knowledge of vehicle technology, diagnostic procedures, and applicable regulations.
- Perform other related duties as assigned.

Minimum Qualifications

- Experience in diesel mechanics, automotive repair, heavy-duty vehicle maintenance, or a related mechanical field.
- Knowledge of vehicle maintenance, mechanical systems, diagnostic procedures, and repair practices.
- Ability to use diagnostic equipment, hand tools, power tools, and shop equipment safely and effectively.
- Ability to read and interpret technical manuals, repair procedures, and electrical wiring diagrams.
- Ability to complete maintenance records accurately and follow established work procedures.

Education

- High school diploma or GED from a regionally or nationally accredited institution
- Five years of experience in the repair and maintenance of automotive or diesel equipment.
- Technical training in automotive or diesel equipment is preferred.
- 4 out of 7 ASEs (Diesel, Electrical, Brake & A/C) or possession of 30-day inspection certification for 5 years (preferred).

Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles. Candidates must be able to obtain CDL-B w/ P, S & N endorsements within 180 days of start date. Candidates must be able to obtain a 30-Day Inspection license by passing a state exam provided by the Department of Public Instruction, within 180 days of the start date.

Experience

- Experience repairing school buses, transit buses, commercial trucks, or other heavy-duty vehicles.
- North Carolina School Bus Inspector certification or the ability to obtain certification as required.
- ASE certifications in diesel, truck, school bus, or related automotive service areas.
- Experience with electronic engine diagnostics, computerized vehicle systems, and fleet maintenance software.
- Knowledge of air brake systems, diesel emissions systems, and vehicle heating and air-conditioning systems.
- Commercial Driver's License (CDL) or the ability to obtain one, if required for assigned duties.

Knowledge, Skills, and Abilities

- Ability to diagnose mechanical problems and determine appropriate corrective actions.
- Ability to perform quality repairs while maintaining a strong focus on student and vehicle safety.
- Ability to organize assigned work, prioritize repairs, and meet established deadlines.
- Ability to work independently and collaboratively with other maintenance personnel.
- Ability to communicate effectively with supervisors and coworkers.
- Ability to maintain accurate records and follow written and verbal instructions.
- Ability to adapt to changing repair priorities and fleet maintenance demands.

Physical Requirements

The employee is frequently required to stand, walk, sit, use hands and fingers, reach with hands and arms, and communicate verbally. The position requires bending, stooping, kneeling, crouching, climbing, and working in confined or awkward spaces. The employee may be required to lift and move heavy parts, tools, and equipment, including items weighing up to 100 pounds, with or without assistance, consistent with applicable safety procedures.

Work performed primarily in a vehicle maintenance shop and may involve exposure to noise, moving equipment, vehicle exhaust, fuels, lubricants, cleaning agents, and varying temperatures. Appropriate personal protective equipment and established safety procedures must be followed.

Preferred Qualifications

- Experience repairing school buses, transit buses, commercial trucks, or other heavy-duty vehicles.
- North Carolina School Bus Inspector certification or the ability to obtain certification as required.
- ASE certifications in diesel, truck, school bus, or related automotive service areas.
- Experience with electronic engine diagnostics, computerized vehicle systems, and fleet maintenance software.
- Knowledge of air brake systems, diesel emissions systems, and vehicle heating and air-conditioning systems.
- Commercial Driver's License (CDL) or the ability to obtain one, if required for assigned duties.

Evaluation

Performance will be evaluated in accordance with district policies and procedures.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Durham Public Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.