



South Western City Schools

Job Description

Revised: November 2025

POSITION: SUBSTITUTE MECHANIC

REPORTS TO: Transportation Coordinator / Mechanic Supervisor

JOB GOAL: To assist in the repair, servicing and maintenance of school buses and other motor vehicles

QUALIFICATIONS:

- High School Diploma or equivalent
- Preferably holds a current Ohio Commercial Driver's License marked "S" endorsement
- Preferably has, two years' experience as an automotive mechanic
- Satisfactory employment record
- Able to operate diagnostic software
- Comprehensive understanding of standard repair methods for all types of motor vehicles
- General understanding of standard repair methods of all types and makes of school bus chassis and other motor vehicles
- General knowledge of charging systems, battery ignition, general wiring and other components
- Some knowledge of sheet metal work and painting
- Able to diagnose and troubleshoot motor vehicles and equipment
- Working knowledge of principles for safe, expedient and economical operation of automobiles, buses, and other motor vehicles
- Demonstrated written and oral communication skills

REPRESENTATIVE DUTIES:

The following is a list of specific duties, which are considered to be essential functions of this job. The list is not exhaustive, nor will all of the duties specified be required at all times. This is consistent with the need to be flexible and responsive to the needs of families served by the District. The employee who occupies this position is expected to assume any/all duties assigned by the Superintendent or the employee's immediate supervisor, irrespective of whether such duties are specifically included in this list. While an effort has been made to thoroughly describe the customary manner in which this job is performed, reasonable accommodation will be made for qualified individuals with disabilities who may not be able to perform the job in the manner indicated.

- Repairs and maintains motor vehicles and equipment such as buses, trucks, tractors and cars
- Inspects buses and other vehicles at specific intervals for safety and to determine need for repairs and maintenance
- Assists in emergency repair and service of vehicles and equipment
- Performs other duties as assigned
- Practice and maintain a safe clean work environment

The South-Western City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category in its programs and activities, including employment opportunities.