

BIG WALNUT LOCAL SCHOOLS

POSITION: Mechanic

REPORT TO: Head Mechanic

SUMMARY: To keep the district's buses and motor vehicles in such a state of operating excellence that they present no problems or interruptions to the educational programs in the most efficient and cost-effective manner possible.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High School Diploma or equivalent
- Five or more years of experience working in the automotive or heavy equipment repair field
- Demonstrated knowledge in using software and diagnostic tools for troubleshooting and skills of propane, diesel, and gasoline bus/truck engines, electrical systems, and body components.
- Demonstrated ability in using software to perform PM, create work tickets, and to control inventory.
- The ability to obtain the required CDL license to operate a school bus in the state of Ohio.
- Demonstrated aptitude or competence for assigned responsibilities.
- ASE/Trade school or other professional certification preferred
- Ability to regularly and repeatedly lift 50lbs, as well as large and oversized items such as tires, bus seats, etc.
- Knowledge of the Ohio School Bus Standards and inspection Manual
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

- Diagnoses and repairs buses and other motor vehicles as requested including engine, body and electrical systems
- Assist in emergency maintenance
- Assists in establishing an efficient and effective system of routine automotive maintenance and preventive care
- Assist in routine maintenance
- Promotes high standards of safety and good housekeeping methods in all work-connected areas
- Ability to communicate effectively with drivers
- Performs other duties as assigned by the Head Mechanic

OTHER CONDITIONS:

- Potential exposure to blood, bodily fluids, and tissue
- Potential interaction with students with behavioral needs
- Occasional need to lift, carry, push, and pull various items
- Frequent, repetitive hand use
- Occasional operation of personal vehicle under inclement weather conditions
- Occasional local travel and potential long-distance travel
- Occasional evening/weekend work (e.g. committee meetings, etc.)

TERMS OF EMPLOYMENT:

Twelve-month contract - salary, contract, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provision of the Board's policy of Support Personnel.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s).

Revised August, 2024