

Austintown Local Schools

Job Title:	Bus Mechanic	Job Category:	OAPSE Classified Staff
Location:	Transportation	Classification	Bus Mechanic
Requirements			
<ul style="list-style-type: none"> • High school diploma or equivalent. • Favorable BCII (State) and FBI (Federal) background checks. • Negative drug screen result • Must be able to successfully complete DOT physical for duration of employment. 			
Job Specific Qualifications			
<ul style="list-style-type: none"> • Excellent driving record with a minimum Class B CDL with school bus and passenger endorsements • ASE certified bus mechanic preferred • Must provide own mechanic tools and maintain their toolbox • Minimum of one (1) year experience as a heavy-duty truck mechanic; references required • Moderate to strong computer skills • Ability to work independently with minimal supervision; self-motivated 			
Job Duties and Responsibilities			
<ul style="list-style-type: none"> • Maintain all school district buses, vehicles, and equipment in a safe mechanical and operational condition • Performs services, repairs, and maintenance to all school buses, vehicles (cars, vans, pickups, etc.) including but not limited to, repair and replace starters, generators, distributors, relays, and other automotive electrical equipment, diesel engines, injectors, pumps, automatic, and standard transmission repair, and replacement, wheelchair lifts, air brake systems, oil changes, fluid changes, electrical systems, replace clutches, brakes, cylinder linings, connecting rods, bearings, rings, crankshafts, adjust carburetors, tune engines, replace bus seats, windows, and windshields; and maintain records of repair and maintenance work • Meet and/or exceed State Highway Patrol inspection standards • Provide uninterrupted services to the schools and programs within the school district • Maintain and repair a variety of automotive and grounds equipment, primarily school buses, automobiles, trucks, tractors, power lawn mowers, and related mechanical equipment • Prepares school buses for annual inspection, keeping the fleet in a mechanically safe and operational condition in accordance with inspection and construction regulations • Shall be punctual and dependable in work attendance and will work variable hours as assigned • Drives service truck for parts pick-up, towing, and roadside service as required • Assists in cleaning and organization of the shop, parts room, and other maintenance facilities • Respond promptly to driver reports of operational issues • Perform basic evaluation, diagnosis, and repairs • Respond to emergency situations, breakdowns, no-starts, and emergency repairs to equipment in the field, for the purpose of resolving immediate safety concerns, and keeping drivers on schedule • Ability to use welders and other shop equipment • Organize and assign work for other mechanics • Request repair parts and accessories, as needed • Inspect a variety of gardening and grounds equipment and make mechanical repairs as necessary • Attend in-services as directed • Perform all duties consistent with the general job description as assigned by the Grounds and Facilities Supervisor, Transportation Supervisor, Superintendent, and/or Designee 			

Austintown Local Schools

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Regularly required to sit; stand; walk; use hands to finger, handle, hold; reach with hands and arms; and stoop, kneel, crouch, or crawl
- Occasionally required to balance or climb
- Must be able to frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move up to 100 pounds
- Specific vision abilities are required including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Regularly exposed to toxic or caustic chemicals, fumes, airborne particles, outside weather conditions, and vibration
- Exposed to moderately high noise levels
- May drive in inclement weather

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Austintown Local School District Board of Education and the Master Agreement.

The Austintown Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between OAPSE Local 194 and the Austintown Local School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.

Last Updated	October 2023
--------------	--------------