

MAPLE HEIGHTS BOARD OF EDUCATION

JOB DESCRIPTION

<u>Title:</u>	Tradesman Mechanical Skilled (Mechanic)
<u>Department:</u>	Transportation
<u>Building/Facility:</u>	Warehouse
<u>Reports To:</u>	Director of Transportation, Director of Buildings & Grounds
<u>Overview:</u>	Develop and maintain a safe and efficient transportation system; maintain and repair buses to assure safe student transportation

Note: The below lists are not ranked in order of importance

Basic Functions:

- Attend meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Maple Heights Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Maintain inventory for all stock
- Follow-up on drivers' reports of problems with buses or other District-owned vehicles
- Instruct all school bus drivers in the service and maintenance procedures for the vehicles
- Maintain a record of service maintenance for each District-owned vehicle
- Maintain cleanliness of school buses and District vehicle garage
- Maintain vehicles in safe and satisfactory condition at all times
- Perform all major repairs to District-owned vehicles that may be necessary
- Perform emergency road service during and after regularly scheduled work hours
- Perform routine/preventive maintenance on all District-owned vehicles according to maintenance schedules
- Provide proper care of the garage facility, tools, and equipment
- Repair, change, and rotate tires on District-owned vehicles
- Service and inspect buses and other District-owned vehicles on a regularly scheduled basis making repairs as required
- Submit all forms and reports as may be required
- Act as substitute bus driver when needed
- Monitor bus routes to ensure equipment is being used efficiently and in the correct manner
- Maintain a preventative maintenance program for District-owned vehicles
- Prepare all school buses for the annual state inspection
- Recommend the purchase of needed equipment, materials, and supplies for the Transportation Department
- Operate vehicles and equipment in a safe manner at all times
- Immediately report any damage to vehicles, equipment, or properties to immediate supervisor
- Gather data or information as requested
- Plow snow and apply ice melting compounds

Other Duties and Responsibilities:

- Perform other duties as assigned

Qualifications:

- Associates degree or equivalent from a two-year technical school
- Diesel mechanic training
- Experience in automotive repair and/or related work
- Valid driver's license, current CDL with required endorsement for school bus
- Valid ASE certification
- Such alternative to the above as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities (including, but not limited to):

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to read and understand verbal and written instructions, warnings, and labels
- Ability to work effectively with others
- Effective, active listening skills
- Organizational and problem solving skills
- Experience with mechanic troubleshooting
- Experience working with diesel engines
- Knowledge of electrical, air brake systems, welding, cutting torches, painting, and bodywork
- Training in the proper care and storage of chemicals, e.g. OSHA/PERRAC training
- Knowledge of appropriate safety procedures
- Ability to develop, maintain, organize, and supervise a safe and efficient transportation system
- Ability to operate a school bus
- Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance
- Knowledge of vehicle safety laws and regulations

Equipment Operation (including, but not limited to):

- Welder
- Air and power tools
- Arc and mig welder
- Cutting torch
- Hand tools and equipment
- Motor vehicle, truck, bus
- Riding mowers, tractors
- Telephone
- Two-way radio

Additional Working Conditions (including, but not limited to):

- Frequent exposure to outdoor weather conditions, e.g. requirement to work outdoors during all types of weather
- Repetitive hand motion, e.g. using hand and power tools, driving bus
- Frequent exposure to fumes, airborne particles, toxic and caustic chemicals
- Excessive exposure to high levels of noise
- Lift and carry various supplies and materials up to a maximum of 100 pounds
- Push and pull various equipment and materials up to a maximum of 300 pounds
- Occasional overtime work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interactions with unruly children
- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Travel throughout the area in search of needed parts, and/or bus break downs
- Frequent requirement to work near mechanical parts
- Regular requirement to stand, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, stoop, kneel, and climb
- Ability to distinguish colors, e.g. wiring codes
- Balancing, stooping, kneeling, and crouching much of the time
- Climbing, e.g. in bus, on bus, on engine area, and on ladder
- Excessive standing, e.g. working on school vehicles