

BUS & AUTO MECHANIC SPECIALIST

QUALIFICATIONS:

1. Must be 18 years of age.
2. Must possess or be eligible to possess a valid Mississippi Class B commercial Driver License with a passenger air brake endorsement and school bus endorsements.
3. Have at least 20/40 corrected or uncorrected visual acuity in each eye.
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Driver's License Law, Sections 63-1-73 through 63-1-90, MS Code as amended.
5. Demonstrate sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers at all times.
6. MVR Motor Vehicle Record Performed on file before employment.
7. High school diploma or equivalent preferred.
8. Must be insurable by the district insurance carrier.

REPORTS TO: Director of Transportation

JOB GOAL: Under the general supervision of the Director of Transportation, the school bus mechanic inspects and performs major and minor automotive repair, replacement, and maintenance work on school buses, district vehicles, and other transportation department vehicles.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Conforms to all state laws and regulations regarding school transportation.
2. Maintains and changes all transportation department vehicle tires during the school year.
3. Conducts periodic safety and maintenance inspections of transportation department vehicles and maintains records of such inspections.
4. Raises vehicles, using a hydraulic jack or hoist, to gain access to mechanical units bolted to the underside of vehicles.
5. Replaces carburetors, blowers, generators, distributors, starters, and pumps.
6. Relines and adjusts brakes; Repairs or replaces shock absorbers.
7. Replaces or adjusts headlights; Installs or repairs accessories such as mirrors, windshield wipers, warning lights, and bus stop arms.
8. Installs rings and bearings and performs proper adjustments.
9. Tunes motors using standard testing equipment; Cleans and replaces spark plugs, and installs radiator hoses.
10. Provides the transportation office with written reports of all work performed.
11. Responds to vehicle breakdown emergencies, including nights and weekends.
12. Maintains shop area, facilities, and tools in a clean and safe condition.
13. Ensures proper disposal of oils, fluids, and tires to meet the requirements of the Environmental Protection Agency (EPA).



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14. Drives any bus route that may be required, as assigned by the supervisor.
15. Cleans and fuels buses (specifically road and spare buses) and other transportation department vehicles when needed.
16. Performs other tasks, as assigned by the Transportation Director and other administrators, as designated by the Superintendent.
17. Demonstrates prompt and regular attendance.
18. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Pay rate based on assigned mechanic / maintenance pay schedule, reporting eight hours per day for 235 days per year.

EVALUATION: Annually