

JOB TITLE: Vehicle Mechanic-Certified **STATUS:** Non-Exempt / At-Will
REPORTS TO: Vehicle Maintenance Supervisor **TERMS:** 242 Days
DEPARTMENT: Transportation Services **PAY GRADE:** MT-6

PRIMARY PURPOSE:

Perform major and minor mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

QUALIFICATIONS:

Education:

High school diploma or GED

Appropriate clear and valid commercial driver's license with Passenger (P) and School Bus (S) endorsements

Four (4) ASE or TASBT Certification preferred, One (1) required

Experience:

Two years' experience as a mechanic (diesel engine experience preferred)

WORKING CONDITIONS:

Physical Demands/Environmental Factors:

Frequent walking, bending, kneeling, climbing, carrying, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses and other district vehicles. Work irregular hours as needed.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Use diagnostic equipment to evaluate mechanical problems in diesel vehicles
2. Perform mechanical repairs including welding and minor body work
3. Maintain accurate, updated records of fleet maintenance including time and materials required to perform repairs and service
4. Operate and maintain district vehicles, tools, equipment and machinery according to prescribed safety procedures
5. Keep shop areas and surrounding parking lot clean. Correct unsafe conditions in work area and report any conditions that are not correctable to the supervisor immediately
6. Perform as a substitute operator when necessary.

EVALUATION:

Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of auxiliary personnel.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date