



**JOB PROFILE: Mechanic Assistant - Shop**  
Reports to: Director of Transportation

**Hours/Day:** 8

**Days/Year:** 260

***Purpose/Summary***

To assist in the maintenance and repair of the fleet of vehicles for the North Allegheny School District.

***Essential Duties and Responsibilities***

- Performs all work assigned by the Director of Transportation and Head Mechanic(s).
- Keeps work area(s) neat and clean.
- Follows all safety regulations and work procedures.
- Provides own tools required to perform tasks.
- Participates in evenings, weekends, and holidays on call duties.
- Drives vehicles towing band trailers or other equipment as needed.
- Assists the Class I and Class II mechanics with heavy repairs, including road testing equipment.
- Works under direction and supervision of certified mechanic(s) to develop skills in furtherance of effort to obtain appropriate certification and advance to role of Class II mechanic.
- Responsible for completing all necessary paperwork (i.e... work orders) involved in the performance of work assignments.
- Assists in weather related emergency situations including starting the fleet, snow removal, salting, overtime, etc.
- Assists on road service calls, including delivery of spare buses.
- Assist with Moving and Delivery and Mail Delivery positions as needed.
- Performs minor repairs.
- Accomplish all necessary repairs to the interior of the bus body such as seat and floor repairs.
- Empties lot trash cans.
- Parks and moves buses at the garage area/Marshall site when necessary.
- Shuttles buses to and from the Marshall site as needed.
- Drives school bus on any route/trips when needed.
- Performs other duties as assigned by supervisors.

***Education and/or Experience***

High School Diploma or equivalent and be 18 years of age  
Preferred experience working on heavy equipment and engines.  
Preferred PA State Vehicle Inspection License- Class 7

***Certifications, Licenses, Registrations***

Must possess appropriate State License with CDL, S and P Endorsement or obtain within 180 days upon hire.  
Child Abuse History Clearance Required  
PA Criminal Record Check Required  
FBI Fingerprinting Clearance Required  
Act 168 - Sexual Misconduct Abuse Disclosure Release Required  
Act 126 - Mandated Reporter of Child Abuse Training Required  
Required check of Motor Vehicle Report to include no accidents and/or traffic violations considered to be excessive.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.*

**Knowledge and Abilities**

Knowledge of engines, body systems and special equipment, drive trains, brakes, suspensions and steering, electrical and electronic systems and air conditioning systems and controls. Ability to think critically and problem solve. Ability to understand content in order to organize, manage and communicate with others. Ability to read and interpret mechanical manuals and information. Ability to navigate diagnostic computer systems.

*Academic Skills* - Must be able to complete a minimum of 14 hours of in class training and a minimum of 6 hours of behind the wheel training for CDL license. Must be able to secure and maintain a school bus endorsement. Must have the ability to undergo additional instruction required by the North Allegheny Transportation Department. Must be able to obtain the CLASS 7 State Inspection License.

*Language Skills* - Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand.

*Math Skills* - Knowledge of basic arithmetic and applications. Possess the ability to use math in all areas specific to automotive equipment.

*Technology Skills* - Demonstrate competency with technology to the degree that it impacts large vehicle systems.

**Other Skills and Abilities**

Ability to effectively operate the bus with safety and efficiency while maintaining good school/public relations and upholding personal and moral standards. Ability to assist in the educational growth and development of each child, particularly in the areas of safe conduct through communication of concerns relating to discipline problems, equipment defects, safety hazards, accidents and vandalism, while maintaining accurate records that adhere to Board Policy and Department rules and regulations. Must be able to sit for lengthy periods of time during longer bus run routes. Must be able to move about a garage area safely and efficiently and stand for lengthy periods of time.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a Medium Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Primary Work Location**


<b>Office Environment</b>		<b>Shop</b>		
<b>Classroom Building</b>		<b>Vehicle</b>		
<b>Outdoors</b>		<b>Travel</b>		
<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
Exerting up to 10 lbs. occasionally or negligible weights	Exerting up to 20 lbs. occasionally, 10 lbs. frequently,	Exerting 20-50 lbs. occasionally,	Exerting 50-100 lbs. occasionally, 25-50 lbs.	Exerting over 100 lbs. occasionally, 50-100

frequently; sitting most of the time.	or negligible amounts constantly or requires walking or standing to a significant degree.	10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	frequently or up to 10-20 lbs. constantly.	lbs. frequently or up to 20-50 lbs. constantly.
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**Physical and Non-Physical Demands Key**

<b>C=Continuously</b>	<b>F=Frequently</b>	<b>O=Occasionally</b>	<b>R=Rarely</b>	<b>N=Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
<b>Standing</b>	<b>F</b>	<b>Crawling</b>	<b>0</b>	
<b>Sitting</b>	<b>0</b>	<b>Bending</b>	<b>0</b>	
<b>Walking</b>	<b>F</b>	<b>Twisting</b>	<b>F</b>	
<b>Lifting</b>	<b>0</b>	<b>Climbing</b>	<b>0</b>	
<b>Carrying</b>	<b>0</b>	<b>Balancing</b>	<b>F</b>	
<b>Pushing/Pulling</b>	<b>F</b>	<b>Vision</b>	<b>C</b>	
<b>Reaching</b>	<b>F</b>	<b>Hearing</b>	<b>C</b>	
<b>Handling</b>	<b>F</b>	<b>Talking</b>	<b>F</b>	
<b>Fine Dexterity</b>	<b>F</b>	<b>Foot Controls</b>	<b>F</b>	
<b>Kneeling</b>	<b>0</b>	<b>Outside work in all conditions</b>	<b>F</b>	
<b>Crouching</b>	<b>0</b>	<b>Other (specify)</b>		
<b>Time pressures</b>	<b>F</b>	<b>Working closely with others/Teamwork</b>	<b>C</b>	
<b>Emergency situations</b>	<b>0</b>	<b>Tedious or exacting work</b>	<b>C</b>	
<b>Frequent change of tasks</b>	<b>F</b>	<b>Noisy or distracting environment</b>	<b>F</b>	
<b>Irregular work schedule/Overtime</b>	<b>0</b>	<b>Other (specify): Multi-building travel to work area</b>	<b>0</b>	
<b>Simultaneous multiple tasks</b>	<b>0</b>	<b>Other (specify):</b>		

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this P.osition and additional duties may be assigned.*

<b>Director of Human Resources Signature</b>	
<b>Date of Approval</b>	11/21/24

*Preparing All Students for Success in a Changing World*