

JOB PROFILE: Class II Mechanic

Reports to: Lead Head Mechanic

Classification: Garage Mechanics

Hours/Day: 8 - Non-Exempt

Days/Year: 260

Purpose/Summary

The Class II Mechanic will provide automotive repair and general garage/maintenance services to support North Allegheny vehicles and operations.

Essential Duties and Responsibilities

- Assists in maintenance and repairs of the fleet of vehicles and other equipment for North Allegheny School District.
- Performs all work assigned by the Lead Head Mechanic or Head Mechanic.
- Maintains a safe and clean work area.
- Performs all mechanical work necessary for the safe operation of all District vehicles and equipment.
- Performs preventive maintenance and repairs for diesel and gasoline engines.
- Performs PA State inspections on all vehicles.
- Completes necessary paperwork and other records involved in the maintenance of vehicles.
- Participates in evening, weekend, and holiday on call duties.
- Assists during weather related events, including starting fleet vehicles, snow removing, salting, etc.
- Performs road service calls.
- Tows vehicles as necessary.
- Drives a school bus on routes or trips as needed.
- Drives vehicles towing band trailers or other equipment as needed.
- Provides own tools required to perform tasks.
- Follows all safety regulations and work procedures.
- Fulfills other duties and tasks as needed or assigned by supervisors.

Education and/or Experience

- High School diploma or equivalent
- Minimum 4 years' experience in related field

Certifications, Licenses, Registrations

- Valid PA driver's license required. CDL with P and S endorsements preferred – (training will be provided, if needed)
- PA State Vehicle Inspection License – Class 7, preferred (or the ability to obtain License within 180 days upon hire)
- ASE or other certifications preferred
- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training through approved provider established

- by the Pennsylvania Department of Education
- Act 168: Sexual Misconduct Abuse Disclosure Release

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 applicable federal, state, and local laws, codes, regulations, and reporting requirements pertaining to Commercial Driver Licenses (CDL). Knowledge of school bus construction, operation, and maintenance, including knowledge of diesel engines, exhaust systems, electrical and mechanical systems.

Language Skills – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Must possess the ability to use the language in both oral and written form with strong presentation skills. Be able to communicate information and ideas, including skill in giving clear and concise instructions and directions to guide the actions and movements of others to assure safety in emergencies, drills, and other situations that may arise. Ability to listen and be respectful, tactful, and sensitive when interacting with all stakeholders who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds.

Math Skills – Knowledge of arithmetic, algebra, geometry, statistics, and their applications. Possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Technology Skills – Be able to utilize programs such as Microsoft Office, incident reporting software and general office equipment. Be able to access, generate and analyze data, utilize email, the Internet, and Intranet.

Reasoning Ability – Ability to think critically and problem-solve. The ability to apply critical thinking skills to render solutions to various issues that arise.

Other Skills and Abilities

- The employee must possess the ability to maintain a high emotional energy and display enthusiasm to support the teaching and learning environments.
- Must develop effective coping strategies for dealing with the high expectations, frequent demands, and significant responsibility of effectively supporting a large District with a large number of stakeholders.
- Ability to work cooperatively with all internal and external stakeholders and to create consensus among disparate agencies and other stakeholders with competing interests.
- Must be able to react quickly in challenging situations and maintain composure even under stressful conditions.
- Must be able to advocate for students to support a positive and safe learning environment.
- Possess a high degree of imagination, patience, creativity, sound judgment, logical reasoning, and analytical and problem-solving capabilities.
- Ability to make equitable decisions with sound emotional and independent judgment.
- Must be able to concentrate with numerous interruptions.
- Maintain effective working relationships with administrators, students, parents, staff, and the community.

- Ability to understand and facilitate needs of various personality types.
- Ability to perform duties with awareness of all District policies and professional obligations.

Physical Demands

When performing activities throughout the day, the Class I Mechanic may spend extended periods of time walking, standing, reaching, stooping, pulling, pushing, climbing stairs; exposure to potentially hazardous environments and sudden changes in surroundings. Periods may be spent investigating issues that occur on District property or an accident scene. In extremely rare cases, the Class I Mechanic may be exposed to more violent confrontations and may be exposed to blood or bodily fluids.

Dealing with the repairs on the fleet of vehicles, students and other stakeholders can, the Class I Mechanic and expect to entail kneeling or squatting, stooping, and bending from 50-70 degrees at the waist on an occasional to frequent basis.

Must be able to exert up to 100 pounds of force occasionally and/or up to 50 pounds of force as frequently as needed to move objects. The Class II Mechanic must see and hear on a continuous basis as well as speak frequently. Positions may vary from standing, sitting, or walking. On rare occasions, it may be necessary to move quickly, run, etc. over smooth to uneven surfaces such as on asphalt or pea gravel, on the playground or grass. Must have manual dexterity to use office equipment, manipulate books and other learning materials, and have repetitive movement of fingers and hands for keyboarding.

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 HEAVY 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.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from potentially very loud situations such as the bus garage to more moderate situations such as small group, office, classrooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting.

Primary Work Location


Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

Physical and Non-Physical Demands Key
--

C - Continuously	F - Frequently	O - Occasionally	R - Rarely	N - Never
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

Standing	C	Crawling	R
Sitting	F	Bending	F
Walking	C	Twisting	O
Lifting	F	Climbing	R
Carrying	F	Balancing	R
Pushing/Pulling	F	Vision	C
Reaching	F	Hearing	C
Handling	F	Talking	C
Fine Dexterity	C	Foot Controls	C
Kneeling	O	Teamwork	C
Crouching	O	Tedious or exacting work	C
Time Pressures	C	Noisy or distracting environment	F
Emergency Situations	O	Multi-Tasking	C
Frequent Change of Tasks	F	Other (Specify):	
Irregular Work Schedule/Overtime	O	Other (Specify):	

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 position and additional duties may be assigned.

Director of Human Resources Signature	
Date of Approval	4/24/2026