

BUS/DIESEL MECHANIC

Purpose Statement

The position of "Bus/Diesel Mechanic" is done for the purpose/s of determining needed repairs and/or replacements on a vehicle; ensuring the availability of vehicles in safe operating condition; performing scheduled maintenance on vehicles; and providing written documentation of repairs to meet district, state, and federal requirements.

Essential Functions:

- **Determines** problem(s) (e.g., mechanical, electrical, etc.) for the purpose of identifying the source of the problem and implementing appropriate repairs.
- **Inspects** vehicles at scheduled intervals, trip preparation, etc. for the purpose of verifying vehicle is in safe operating condition.
- **Interprets** technical data in repair manuals for the purpose of repairing vehicles within factory specifications.
- **Maintains** tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- **Orders** parts for the purpose of repairing vehicles and maintaining parts stock.
- **Prepares** documentation (e.g., maintenance records, work/parts orders, inspection/service sheets, etc.) for the purpose of providing written support and/or complying with regulating guidelines.
- **Repairs** vehicle systems/components/body work, etc. for the purpose of ensuring the availability of vehicles in safe operating condition.
- **Responds** to inoperable vehicle for the purpose of repairing or moving vehicle to ensure the safety of others (e.g., students, district personnel, public)
- **Ensures** transportation grounds are safe in winter weather conditions.
- **Services** vehicles for the purpose of completing the preventative maintenance program requirements.

Other Job Functions:

- **Assists** transportation administrator with inspecting school buses.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Performs** minor body work (e.g., front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.

Essential Job Requirements – Qualifications:

Experience Required: Prior related experience (five years) in heavy vehicle, bus or truck repair with major experience performing journeyman level work on both gas- and diesel-powered vehicles with manual and automatic transmissions. Five years prior experience may be substituted by successful completion of trade

school diesel mechanics course with three years of recent working experience at journeyman's level on both gas and diesel engines.

Skill, Knowledge and/or Abilities Required:

Skills to maintain bus, gasoline, and diesel engines, operate hand and power tools, communicate effectively, use English in verbal and written form, perform arithmetic calculations.

Knowledge of repairs, safe working methods and procedures, diagnostic equipment, operations of bus, gas, and diesel engines. Knowledge of online fleet maintenance software.

Ability to stand for prolonged periods, maintain cooperative working relationships, maintain records, operate required online fleet maintenance software, mechanical aptitude, work independently, read, and interpret technical manuals, inspect, and repair vehicles. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, hearing conversations and other sounds, (e.g., air leaks), near/far visual acuity/depth perception and accommodation.

Education Required: High School Diploma or equivalent.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Class A or B Commercial Driver's License (CDL) with air brake, passenger, and school bus endorsements (Class B CDL training is provided by the district) and evidence of insurability, Criminal Justice Fingerprint Clearance, DOT Drug Testing Clearance, First aid and CPR Certificate.

Passing a DOT physical exam is required upon hire and yearly thereafter. Must submit to a pre-employment drug screen and participate in DOT random drug/alcohol testing.

Must have driving record free of traffic violations and accidents.

Other: Applicant must own a complete set of mechanic's tools.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Bus/Diesel Mechanic

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	60%
Walking	30%
Sitting	10%
B. Lifting	F 75 lbs.
Carrying	F 50 lbs.
Pushing	F 60 lbs.
Pulling	F 100 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	F
KNEELING	O
CROUCHING	F
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:	
Ordinary	F
Other	NP

HEARING:	
Conversations	F
Other Sounds	C

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	F

Color Vision	NP
Field of Vision	NP

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are when changing tires, repairing engines (note that lifting/pushing/pulling may be up to or in excess of 100 lbs. for brief periods of time); climbing/balancing are ingress/egress from bus; stooping/crouching are lubricating engine; reaching/handling/fingering are under dashboard, under bus, tools, wiring, nuts, bulbs; talking/hearing are conversations, engine noises, air leaks; seeing are driving, repairs, wiring.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Bus/Diesel Mechanic

Report Identification Code = psdtbm

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Workday
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 90% Outside 10%

Comments Regarding "Inside/Outside work site location" = Working in garage

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID S

Comments Regarding "Wet and/or Humid Conditions" = Clean-up, maintenance

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION S

Comments Regarding "Noise" = Engines

Comments Regarding "Vibrations" = Impact wrench for tires

6. HAZARDS:

Mechanical F

Explosives NP

Electrical S

Radiant Energy NP

Burns O

Other Hazard/s S

Comments Regarding "Mechanical Hazards" = Engines

Comments Regarding "Electrical Hazards" = Wiring

Comments Regarding "Burn Hazards" = Hot engines, welding

Comments Regarding "Other Hazards" = Slipping on wet surfaces

7. ATMOSPHERIC CONDITIONS:

Fumes C

Mists NP

Odors C

Gases S

Dusts O

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fume Exposure" = Diesel/gas engines

Comments Regarding "Odor Exposure" = Diesel/gas engines

Comments Regarding "Gases Exposure" = Shop area

Comments Regarding "Dust Exposure" = Dirt, dust in shop area

8. PROTECTIVE CLOTHING - DEVICES: Safety glasses, welding gloves, hood/shield, coveralls, steel toe boots
9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.