

# HEAD MECHANIC

*Job Description: Support Staff*

*Adopted 04.05.79; 04.10.90; 07.09*

**PAY SCALE:** Mechanic, plus 10% of base

**QUALIFICATIONS:** High school graduate, demonstrated competence in auto mechanics, five years' experience as a mechanic, and a valid Missouri chauffeur's license or Commercial Driver's License upon renewal. Must be able to safely lift 50 lbs., climb, push, balance, stoop, kneel, crouch, crawl and reach. Must possess good eyesight including depth perception to perform at safely optimum level.

**REPORTS TO:** Director of Transportation

**JOB GOALS:** To keep the school vehicles including maintenance vehicles in the best operating conditions possible to insure the safest and most economical transportation possible for the pupils of the district.

**TERMS OF EMPLOYMENT:** Twelve (12) months of employment per year with the salary to be determined by the Board of Education.

**EVALUATION:** The Director of Transportation will evaluate Performance of this job annually, prior to May 1. Evaluation forms will be filed with the Assistant Superintendent.

## RESPONSIBILITIES:

1. Be responsible for proper maintenance of all buses, bus equipment and maintenance vehicles including the bus garage.
2. Repair district equipment when necessary to keep in top condition. Should work with transportation and maintenance departments when necessary to help complete same tasks such as welding, etc.
3. Develop a work schedule for mechanics and assistant mechanics.
4. Work as a mechanic when needed, or, as time will allow.
5. Inspect each bus to verify that it is in good condition. Use highway patrol checklist to inspect a minimum of one bus per week.
6. Check drivers' reports after each trip and make necessary repairs and adjustments as soon, as is possible.
7. Be responsible for purchasing all parts and supplies necessary for properly maintaining all district vehicles.
8. Follow a schedule for oil changes and lubrication of each unit.
9. Check the cooling system of each bus to verify that it is in good condition and in winter, contains enough anti-freeze.
10. Take responsibility for proper care of all transportation, tools, equipment and supplies.
11. Assist the Director of Transportation in drawing up bus specifications.
12. Promote safety in garage by using proper tools and clean surroundings.
13. Be responsible for prioritizing and scheduling job tasks and mechanics in order to best utilize the work force and time available.

- 14. Maintain shop records as request by the Director of transportation.
- 15. Perform such other duties as may be appropriate to the position or as requested by the Director of Transportation.
- 16. Have a medical examination at least once a year (in August) for bus driving as needed.

**PRIMARY RELATIONSHIP:**

- A. Director of Transportation: Head Mechanic is under the direct supervision of the Director of Transportation.
- B. Assistant Superintendent: Head Mechanic is under the technical\* supervision of the Assistant Superintendent.

*This refers to the manner in which a job is done as contrasted with what and when it is done. Such supervision deals with expertise and techniques, which relate to the effectiveness and quality of the work.*