Greenville Public School District  
Job Description  
Mechanic

Title: Mechanic  
Qualifications:  
1. High School diploma or equivalent.  
2. Must be physically able to perform duties of the position.  
3. Must obtain or possess a current school bus driver’s license and permit.  
4. Must have prior mechanical experience.  
5. Ability to complete work independently.  
6. Ability to lift objects weighing up to 50 lbs or more with or without accommodations.  
7. Demonstrated aptitude or competence for assigned responsibilities.  

Reports To: Director of Transportation  
Job Goal: To perform repairs and replacement work on school buses, cars, trucks, and other district equipment

Mission and Goals  
- Works with the Superintendent to articulate and promote the school system's vision of learning and teaching.  
- Monitors and evaluates progress toward accomplishment of system goals and objectives.  
- Ensures that program plans are consistent with the system's strategic plan.  
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools.

Management of Educational Resources  
- Administers the finances of the district with sound fiscal management.  
- Achieves maximum results for available resources and money spent.  
- Strives to meet the needs of the school district.

General Responsibilities  
- Creates preventative maintenance schedule and insures schedule is followed.  
- Supervises Assistant Mechanic.  
- Maintains all necessary records on district vehicles.  
- Performs required maintenance on district vehicles.  
- Orders and monitors supplies and parts.  
- Opens and closes transportation facility in accordance with transportation department and district procedures.  
- Drives bus route when needed.  
- Maintains a safe and orderly bus garage and premises.  
- Monitors radio and responds to transportation department emergencies as needed.  
- Completes weekend and holiday building checks or assigns designee.  
- Keeps current with best practices and requirements as they relate to your job assignment.  
- Insures proper disposal of oils, fluids, and tires to meet the requirements of the EPA.  
- Insures all vehicles parked on lot are road ready at all times.  
- Reviews all work orders and assigns jobs (self included).  
- Insures work orders are closed out, receipts attached, signed and filed in appropriate folders.  
- Performs others duties as assigned by the Superintendent, the Deputy Superintendent, the Director of Transportation, and/or the Superintendent's designee.

Terms of Employment: Twelve months. Salary and work year will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.