

BUS MECHANIC

JD LOCATOR: 4.06.2

Adopted: 7/96

Revised: 7/04, 12/08, 10/17, 3/19, 10/23

REPORTS TO:	Mechanic Supervisor and/or Director of Transportation
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent - Personnel Services.

JOB SUMMARY

To keep the district's bus fleet in such a state of operating excellence that it presents no problems or interruptions to the educational program.

The information contained in this job description is for compliance with the Americans 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 individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Accurately inspects, diagnoses, and repairs the district's school buses. Performs road tests and inspects buses to ensure that malfunctions have been corrected and that the bus is operating safely and efficiently.
2. Exhibits skill and proficiency in performing repairs, and routine and preventive maintenance.
3. Keeps mechanic supervisor informed as to status of jobs in the shop.
4. Assures that buses conform to Highway Patrol standards.
5. Maintains a high level of safety standards at all times while performing the responsibilities of the position.
6. Promptly reports any abuse of buses and/or equipment to the mechanic supervisor and/or the director of transportation.
7. Responsible for inventories of assigned tools and equipment.
8. Maintains work area in a safe, clean, and orderly condition; maintains equipment and tools in a safe and proper working condition; notifies appropriate personnel of unsafe working conditions.
9. Completes work orders and maintains records of time worked and materials used; recommends and assists with purchase of needed parts, supplies, and tools; completes records of vehicle maintenance and repair, parts cost, and vehicle inspections.
10. Serves as an emergency substitute crossing guard if an appropriate substitute cannot be secured.
11. Performs gas welding, wire feed arc welding, and fabrication competently.
12. Performs minor auto body repair using bondo, fiberglass, and paint.
13. Performs emergency road service to disabled buses. Drives replacement bus to site and calls for wrecker service, when needed.
14. Uses a variety of hand tools, diagnostic equipment, welding equipment, and a variety of mechanical aids in the repair, adjustment, and maintenance of school buses.
15. Assists with checking road conditions during inclement weather, inspects for road hazards, and other safety related conditions as required by the mechanic supervisor and/or director of transportation.
16. Attends appropriate workshops and training programs as assigned by the director.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Training or coursework in gasoline and diesel powered motorized equipment repair, overhaul, and maintenance.
3. Demonstrated success in performing a wide variety of tasks requiring an understanding of, and proficiency at, automotive mechanical repair including diesels.
4. Valid Missouri Commercial Driver's License (CDL) with Passenger and School Bus endorsements.
5. Valid State of Missouri Inspector Mechanic Permit.
6. Minimum of five years of mechanic experience, preferably on large vehicles.
7. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
8. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to speak clearly and effectively over a radio communications system.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.
3. Ability to read and interpret schematics and diagrams.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.

3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Ability to operate a variety of equipment utilized in repair and maintenance.
11. Ability to operate a computer, utilizing the district's standard software products plus any additional software that may be unique to the position.
12. Ability to diagnose and locate mechanical and electrical malfunctions and defects.
13. Ability to perform skilled gasoline and diesel automotive repair, overhaul, and maintenance functions.
14. General knowledge of hydraulic brake systems, steering systems, electrical systems, transmission and differential systems.
15. General knowledge of the principals and theories of the internal combustion engine.
16. Knowledge of safe working methods and procedures.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move more than 125 pounds. Specific vision abilities required by this job to include close vision, distance vision, depth perception, peripheral vision, and ability to focus during the hours of daylight and darkness. This position involves operating a student transportation vehicle, wheelchair lifts, ramps, and securement locks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to inside and outside environmental conditions; moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; high heat; open flame; risk of electrical shock and vibration. Occasional driving during the hours of darkness; inclement weather; hazardous road conditions. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date