



Job Description

Position Title: Assistant Mechanic

Location: West Fargo Public Schools

Department: Transportation

Reports To: Director of Transportation

Term: Year-round position

Schedule: Mon-Fri – Approx. 8 hours/day

Salary: Position follows the [2024-2025 Classified Salary Schedule](#) at B214. Starting salary begins at \$19.00-\$20.80/hour, based on experience.

Date of last review: May 2024

SUMMARY: The Assistant Mechanic ensures safe operation of district equipment and meets state inspections of transportation and maintenance vehicles by performing service and repair as needed along with driving bus routes as needed.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Develops positive, effective working relationships with learners and staff.

Communication:

- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Inspects vehicles that encounter mechanical problems while on the road by determining the nature of the problem and if the vehicle needs towing.

The West Fargo Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on an individual's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other protected status by law. External applicants are eligible for ND Veteran's Preference: North Dakota veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a form DD214, and if claiming disabled veteran's status, a current letter of disability. West Fargo Public Schools is committed to diversity, equity, and inclusivity in all hiring and employment practices. Applicants who incorporate a holistic perspective and a commitment to inclusion are encouraged to apply.



- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Conducts maintenance checks and handles routine maintenance on vehicles by inspecting fluid levels, hoses, brakes, exhaust, transmission, and electrical systems.
- Cleans shop area and bus parking area as needed.
- Maintains security of building and vehicles by making sure everything is locked at night.
- Completes documentation of repairs and services to vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment 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 essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.
- The employee will likely come into contact with standard automotive fluids.
- The employee may come in contact with bloodborne pathogens or other bodily fluids on rare occasions.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- Must pass a DOT physical exam and standard drug/alcohol testing prior to employment.
 - Random drug/alcohol testing of transportation employees performed periodically.
- Previous experience as a mechanic is preferred.

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- Must obtain and maintain all applicable DOT licenses and medical certificates required to operate all buses in fleet.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.
- Passing of random, periodic drug/alcohol testing of transportation employees.

SUPERVISORY RESPONSIBILITIES:

- None.

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