

Wentzville R-IV School District Position Description

Position Title: Mechanic Apprentice

Reports To: Fleet Maintenance Supervisor or other designee

FLSA: Non-Exempt

SUMMARY

To assist mechanics while learning required maintenance to ensure that school buses are in good mechanical condition and provide safe pupil transportation service.

QUALIFICATION/REQUIREMENTS

The Mechanic Apprentice shall have a high school diploma or GED. The employee should be enrolled in or recently graduated from a formal training program for diesel and/or gasoline-powered equipment.

ESSENTIAL DUTIES

1. Must continue formal training and provide a passing report to the Fleet Maintenance Supervisor on a quarterly basis.
2. Assist with repairs on school buses as needed and preventive maintenance according to a pre-determined schedule.
3. Assist in the preparation of the fleet for the annual State Highway Patrol inspection.
4. Travel to breakdown locations to assist in the diagnosis of maintenance problems.
5. Stay current in the knowledge of maintenance of new equipment.

ADDITIONAL DUTIES

1. Perform other duties as assigned by the Fleet Maintenance Supervisor.
2. Effectively communicate, verbally and in written form, with administrators, staff, and the community as needed.
3. Assist in cleaning the shop as needed.
4. Be responsible for personal and district-owned tools and equipment.

MENTAL DEMANDS

Ability to communicate clearly both orally and in writing, and ability to reason and make appropriate decisions. Must be able to work well under pressure.

PHYSICAL DEMANDS

While performing these duties, the employee is regularly required to reach, climb, bend, stand, grasp/hold with hands, use repetitive movements, and drive school bus routes as necessary. The employee must often lift and carry up to 20 pounds and occasionally lift, move, push, or pull

up to 100 pounds. The employee should have good color vision, hearing, and speech capabilities.

SPECIAL REQUIREMENTS

	Occasional (1-32%)	Frequent (33-66%)	Constant (67+%)
1. Standing		x	
2. Walking			x
3. Sitting	x		
4. Lifting (to 90 lbs.)			x
5. Carrying			x
6. Pushing/Pulling			x
7. Climbing/Balancing			x
8. Stooping/Kneeling/Crouching/Crawling			x
9. Reaching/Handling			x
10. Speaking/Hearing		x	
11. Seeing/Depth Perception/Color			x

ENVIRONMENTAL CONDITIONS

The employee will occasionally work in conditions of extreme heat or cold.

WENTZVILLE R-IV SCHOOL DISTRICT

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year are to be in accordance with the current salary schedule and District policy.

EVALUATION

Performance of this job will be evaluated annually in accordance with the provision of the Board's policy on evaluation of support staff personnel.