



**YOUNGSTOWN CITY SCHOOLS
YOUNGSTOWN, OHIO
OFFICE OF MAINTENANCE
Revised July 2024**

JOB DESCRIPTION - GARAGE MECHANIC

QUALIFICATIONS:

This employee shall be "skilled" in medium duty truck and/or bus chassis having expertise in the repair of vehicular equipment and having some experience in bodywork and welding as related to vehicles. He/She must also have a C.D.L. License (Commercial Driver License) class A or B with school bus and passenger endorsement or obtain one within ninety (90) days (paid training is available). An A.S.E. Certification is required for this position, if awarded this position; you must obtain an A.S. E. Certification within six (6) months.

PRIMARY FUNCTION:

This employee shall perform all mechanical work, bodywork, and painting of vehicles necessary in order to maintain all vehicles owned by the Board of Education in a safe and functional manner.

TOOLS AND EQUIPMENT

This employee shall be knowledgeable as to the proper use of the tools and equipment of the trade that is necessary in the proper maintenance and repair of all vehicles. Must supply own hand tools up to one (1) inch.

WORKING HOURS

When classes are in session, the normal workday shall be: Morning Shift-6:00 a.m. - 2:00 p.m.; Afternoon Shift-9:30 a.m. -5:30 p.m. When classes are not in session, the hours of work shall be that of all employees working out of the Transportation

Office. Management reserves the right to change hours if school operations are hindered.

IMMEDIATE SUPERVISOR

Supervisor of Transportation

DUTIES AND RESPONSIBILITIES:

Is responsible for maintaining buses to the degree necessary in meeting State Highway Department regulations.

Is responsible for maintaining all maintenance vehicles in an operable and safe condition.

Drive school bus routes as needed by the transportation department.