

JOB TITLE: District Mechanic

REPORTS TO: Transportation Director/Superintendent

JOB GOAL: Maintain the operation of the bus barn/garage and keep district buses, passenger vehicles, and snow removal/grounds equipment in such a state of operating excellence that they present no problems or interruptions to the educational program.

QUALIFICATIONS

- High school diploma or equivalent
- Valid Kansas School Bus Inspection Certificate (district will assist to obtain).
- ASE Master Certified Technician and/or five years' diesel mechanic experience preferred
- Must have a thorough understanding and working knowledge of mechanics in order to be able to repair buses, vans, cars, pickups, snow removal equipment, grounds equipment, etc.
- Valid Kansas CDL license with required endorsements (district will assist to obtain, and will reimburse fees upon successful employment).
- Complete KDOT physical examination (district will reimburse fees upon successful employment).
- Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
- Must meet all job standards in a time sensitive manner as determined by supervisor.
- Meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification (district will assist to obtain, and will reimburse fees upon successful employment).
- Ability to effectively use Microsoft Word and Excel, as well as district email.
- Ability to use Google Drive and Google tools.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively utilize computer resources in retrieving repair instructions and/or to obtain parts needed.
- Must meet all district safety requirements.
- Ability to work in a fast-paced environment and maintain confidentiality at all times.

ESSENTIAL FUNCTIONS

- Follows standard procedures to service district buses, passenger vehicles, and snow removal/grounds equipment on a regular basis; duties include but are not limited to: fixes flats, changes oil, lubricates engines, rotates tires, checks radiators, checks batteries, replaces defective parts (e.g. spark plugs, lights, switches, etc.), adjusts parts and/or components (e.g. engines, transmissions, clutches, valves, etc.), checks cooling and heating systems, assesses and makes repairs, and keeps all district buses, passenger vehicles, and snow removal/grounds equipment operational.
- Reports need for major repairs to Director of Transportation, as well as the need to outsource mechanical, body, or warranty work.
- Establishes an efficient and effective system of routine maintenance and preventative care, inspecting buses, passenger vehicles, and other district equipment for the purpose of adhering to a preventative maintenance schedule and safety inspection standards and requirements
- Follows standard procedures to perform all maintenance and servicing of buses, passenger vehicles, equipment used, shop and service areas, and radio equipment.
- Procures equipment, supplies, and materials for the purpose of maintaining inventory and ensuring availability of required items.
- Sets up a system for the receipt and issuance of parts and supplies, and the keeping of records and inventories.

- Prepares documentation (e.g. records of repairs, maintenance logs, daily paperwork, etc.) for the purpose of conveying required information and meeting federal and state requirements.
- Troubleshoots shop area and keeps tools and equipment in working order.
- Fabricates and welds parts and/or equipment modifications for the purpose of providing items necessary for repairs.
- Stores waste oil and other hazardous waste for the purpose of disposing of waste properly and providing documentation of disposals.
- Manages job requirements with physical dexterity to use small basic hand tools in repair and maintenance procedures.
- Performs minor routine electrical wiring.
- Works with Transportation Director and Superintendent to monitor weather and road conditions to help determine need for school closings, delays, and early dismissals.
- Stays in radio contact with buses to monitor safe systems and emergency situations; responds quickly with standard procedures.
- Serves as a substitute regular route bus driver as needed.
- Manages job requirements with ability to communicate and make observations and recommendations.
- Keeps abreast of all new innovative ideas and techniques.
- Must be able to perform Federal DOT Appendix G Inspection (will train).
- Other duties as assigned.
- Regular attendance is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and/or stand for extended periods of time. While performing the duties of this position, the employee is regularly required to sit, walk, stand, talk and hear. Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 100+ lbs., stooping, bending and reaching may be required. May need to access remote areas of vehicles: climbs, crawls beneath vehicles and other limited areas as necessary. Specific vision abilities required by this job include close vision and distance vision. Some extended hours and multiple demands from several people are frequently required by the employee.

WORK ENVIRONMENT

Employee must work in and around dust, fumes and odors, toxic chemicals, gasoline and diesel fuel; noisy and crowded environments, and work indoors and outdoors year-round in a variety of temperatures. This position requires excellent driving skills, including the ability to operate vehicle at night. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

I have read and understand the position description. After reviewing, I agree to perform all the functions and skills mentioned to the best of my ability and agree that I am able to perform the above mentioned qualifications and physical demands without reasonable accommodations. If reasonable accommodations are needed, I will provide that information at the bottom of this position description.

Name

Date

Reasonable accommodations needed to perform the essential functions of the above mentioned position: