



Trades 8 / Mechanic

Purpose Statement

The job of Trades 8 / Mechanic is done for the purpose/s of assessing and addressing the mechanical needs of District buses and vehicles; identifying repair and/or replacement needs of District buses and vehicles; identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

This job reports to Director of Transportation

Essential Functions

Assesses bus and District vehicle mechanical situations (e.g. incidents, complaints, accidents and/or potential emergency situations, etc.) for the purpose of resolving or recommending resolution.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.

Directs Mechanic and Mechanic Assistant and other assigned personnel for the purpose of ensuring that assignments are completed in a in compliance within established guidelines.

Fabricates parts for the purpose of providing items necessary for repairs.

Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.

Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.

Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.

Performs minor body work (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.

Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.

Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.

Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Alcohol and Drug Test

Certificates and Licenses

Bus Driver's Certificate (CDL-B) CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability DOT Medical Certificate

Continuing Educ. / Training

CDL renewal, DOT physical

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8