

(School District) Position Description

Position Title: Mechanic
Department: Garage
Reports To: Supervisor, Transportation

SUMMARY:

Coordinates activities to ensure that District and other school municipality equipment and vehicles, including buses, are properly maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *. Other duties may be assigned.*

- Carries out repairs, maintenance, preventative maintenance, and other duties as assigned by the Supervisor of Transportation.
- Assures adequate maintenance and repair records are maintained for District vehicles and equipment.
- Recommends major equipment and vehicle repairs and replacements.
- Annual State Police Bus inspection.
- Maintains the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicle systems.
- Maintains a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
- Performs trouble shooting and related repairs on District and other municipality vehicles.
- Must be willing to become certified as a school bus driver.
- Must hold or be eligible for State of Michigan Mechanic Certification.
- Must be able to lift up to 75 lbs.

SUPERVISORY RESPONSIBILITIES:

None

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

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

As stated above, must have a license for certified mechanic and driver's license, or be eligible to do so within one year of hire.

OTHER SKILLS AND ABILITIES:

Dedication to task completion a must. Looking for an enthusiastic individual who is a team player. Ability to establish and maintain effective working relationships with staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands 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 duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. As stated above, the employee must frequently lift and/or move up to 75 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.