**Mechanic**

Department: Transportation

Reports to: Director of Transportation

**SUMMARY**

Coordinates activities to ensure that district vehicles are properly maintained.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Other duties may be assigned)*

* Assure adequate maintenance and repair records are maintained for district vehicles and equipment.
* Utilize the Automated Fleet Management System.
* Recommend major equipment and vehicle replacements.
* Prepare for annual State Police bus inspections.
* Maintain the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicle systems.
* Maintain a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
* Perform trouble shooting and related repairs on district vehicles.

**SUPERVISORY RESPONSIBILITIES**

Ability to supervise bus drivers when the Director of Transportation is absent.

**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) and one to three years related experience and/or training preferred.

**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 with students, staff, parents and/or community members.

**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**

Must have a license for certified mechanic and driver’s license.

**OTHER SKILLS AND ABILITIES**

Ability to establish and maintain effective working relationships with students, parents, staff and/or community members. 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. The employee must frequently lift and/or move up to 50 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.

*The information included in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*