

TRANSPORTATION HEAD MECHANIC

JD LOCATOR: 4.06.1

Adopted: 9/90

Revised: 7/04, 12/08, 6/10

REPORTS TO:	Director of Transportation
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

Responsible for the overall safe and efficient operation of the bus garage in order to keep the district's bus fleet in such a state of operative excellence that they present no problems or interruptions to the educational program.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assists the director of transportation with the day-to-day operations of the transportation department.
2. Establishes and monitors the daily upkeep of the list of driver/bus assignments.
3. Provides the director with ongoing updates on fleet operational status and funding requirements.
4. Prepares parts funding request forms and bid specification worksheets for bus, tire, and equipment acquisitions.
5. Validates the equipment procurement process; researches product specifications, capabilities, and costs.
6. Performs skilled journeyman level work in the diagnosis, overhaul, repair, and preventive maintenance of the district's bus fleet. Instructs mechanics regarding procedures and methods of vehicle maintenance.
7. Plans, schedules, prioritizes, and assigns work. Inspects repairs and provides feedback and training as needed.
8. Establishes and maintains a clear tracking system for the receipt and issuance of parts and supplies.
9. Maintains an efficient and effective system for routine bus fueling and weekly maintenance checks.
10. Establishes and maintains files and repair/maintenance records.
11. Assists the bus driver trainer, as needed. Keeps bus driver trainer up to date on technology upgrades.
12. Maintains availability at any hour to assist in the event of an emergency or vehicle malfunction.
13. Ensures that buses are in a constant state of readiness and conform to Highway Patrol standards at all times.
14. Provides guidance to bus drivers on proper parking lot safety, pre-/post-check requirements, and the care and upkeep of district buses.
15. Oversees the safe and efficient operation of the bus maintenance facility. Provides ongoing training to mechanics on work area safety hazards in order to ensure safe habits are practiced.
16. Maintains availability to assist with checking road conditions during inclement weather, inspects for road hazards (i.e., snow/ice, downed trees and/or electrical lines), and other safety related conditions as required by the director of transportation. Reports findings to the director of transportation.
17. Serves as an emergency substitute bus driver, bus aide, or crossing guard if an appropriate substitute cannot be secured. Performs duties and functions of these positions, and maintains all licenses and certifications required to perform these duties.
18. Attends appropriate workshops and training programs as assigned by the director.

TRANSPORTATION HEAD MECHANIC

JD LOCATOR: 4.06.1

SUPERVISORY RESPONSIBILITIES

Transportation personnel as assigned by the director of transportation

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Training or coursework in gasoline and diesel powered motorized equipment repair, overhaul, and maintenance.
3. Demonstrated success in performing a wide variety of tasks requiring an understanding of, and proficiency at, automotive mechanical repair including diesels.
4. Minimum of five years of experience in the repair and maintenance of school buses or similar vehicles.
5. Valid Missouri Commercial Drivers License (CDL) with Passenger and School Bus endorsements
6. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
7. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to speak clearly and effectively over a radio communications system.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, electronic, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.
3. Ability to read and interpret schematics and diagrams.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.

4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Ability to operate a variety of equipment utilized in repair and maintenance.
11. Ability to operate a computer, utilizing the district’s standard software products plus any additional software that may be unique to the position.
12. Ability to diagnose and locate mechanical and electrical malfunctions and defects.
13. Ability to perform skilled gasoline and diesel automotive repair, overhaul, and maintenance functions.
14. Skilled knowledge of hydraulic and air brake systems, steering systems, electrical systems, transmission and differential systems.
15. General knowledge of the principals and theories of the internal combustion engine.
16. Knowledge of safe working methods and procedures.

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 and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move more than 125 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to focus during the hours of daylight and darkness.

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 is frequently exposed to inside and outside environmental conditions; moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; high heat; open flame; risk of electrical shock and vibration. Occasional driving during the hours of darkness; inclement weather; hazardous road conditions. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee’s Signature	Date	Supervisor’s Signature	Date
----------------------	------	------------------------	------