

Job Title: School Bus & District Fleet Mechanic
Department: Transportation
Reports to: Director of Transportation
Classification: Non-Exempt

Summary

Perform journeyman or master level work in the repair, service and maintenance of school buses and related vehicular equipment.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

- Diagnosis, repair of mechanical defects in school buses and other District fleet equipment
- Overhaul, repair, rebuild or replace brake systems and other major components
- Ability to troubleshoot and repair electrical issues in school buses
- Repair alternators and other electrical components utilizing testing devices and machine equipment as required
- Performs general tune-ups on all related vehicular equipment under supervision
- Makes minor roadside repairs as required or conveys information to Director of Transportation
- Repairs, replaces seats, glass, sheet metal, latches, lights safety equipment, other body components and assemblies
- Cleans and organizes bus parking lot and shop
- Changes oil and filters, installs anti-freeze, adjusts brakes, lubricates chassis, wheel bearings and other assemblies, including washing and cleaning of all engines and major components
- Perform and document all required preventative maintenance and regular bus safety inspections
 - Become licensed Missouri State Vehicle Inspector
 - Maintain fleet in preparation for annual school bus inspection by Missouri State Highway Patrol
 - Analyze and review inspection findings to determine the source of a problem and recommend corrective action and future procedure
- Operates battery chargers, compression gauges, torque wrenches, welding equipment with capabilities, grinders, timing lights, hoists, jacks porta-power, pump compressors, drilling presses, air wrenches and other tools, equipment and machines required for repair and maintenance of motor vehicles
- Complete alternate day fueling of vehicle fleet
 - Track fuel usage
 - Order fuel as needed
- Perform as a substitute school bus driver in emergency situation
- Remain available to drive a school bus route or activity trip if necessary
- Other duties as assigned by direct supervisor

Supervisory Duties

- Occasional dispatch responsibilities

Qualifications

Education/Experience

- Minimum High School Diploma
- Technical school and, or college preferred
- Minimum two years-experience in automotive, heavy-duty, diesel or bus mechanics

Certificates, Licenses, Registrations

- Class B Commercial Driver License required
 - Passenger endorsement
 - School Bus endorsement
- ASE Certification in Diesel Mechanics and School Bus Mechanics required

Skills and Abilities

- Knowledge and experience of diesel and gasoline engine
- Ability to perform preventive maintenance procedures, either alone
- Ability to troubleshoot equipment problems
- Knowledge of resources for assistance
- Ability to operate various tools and equipment as required
- Knowledge of OSHA standards and safety compliance
- Ability to read and comprehend technical manuals
- Ability to make repairs as required
- Ability to replace major assemblies and components, if required
- Ability to establish and maintain effective working relationships with District staff
- Ability to follow direction
- Ability to prioritize work and remain focused
- Ability to lift heavy objects

Language

- Ability to communicate conversationally in American English

Computation

- Math skills sufficient to perform routine mechanical functions

Reasoning

- Successful candidate will have excellent investigative and problem solving skills
- Ability to apply common sense solutions

Technology

- Ability to navigate Microsoft Office software, maintain spreadsheets and digital maintenance records
- Ability to communicate clearly via email, telephone and radio
- Ability to learn other software programs as needed

Additional Skills and Abilities

- Strong communication and listening skills are a must. Foremost is the ability to listen to a bus driver or maintenance personnel and respond with respect and expedience

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 essential functions.

Physical Demands

Walking

- Frequent walking in and around bus lot and school campus, daily

Hearing

- Successful candidate will meet or exceed Department of Transportation regulations regarding physical requirements

Speaking

- Employee must be able to communicate clearly to be heard over engine noise, using telephone or two-way radio communication

Seeing

- Successful candidate will meet or exceed Department of Transportation regulations regarding physical requirements

Lifting

- Frequent lifting
- Occasional heavy lifting required over 100 lbs.

Attendance

- Good attendance is an essential function of this job. The successful candidate will demonstrate a history of consistent attendance and timelines.
- Mechanic may occasionally be required to travel within State to attend meetings or seminars relevant to position.

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

- Some office environment
- Occasional Dispatch
- Frequent outdoor work
- Work in rain and snow as required
- Work in heat and cold as required
- Occasional exposure to fumes or chemicals
- Noisy environment
- Distractions

Revised June 2015