

Job Title: Journeyman Mechanic
Reports to: Transportation Supervisor
Work Schedule: Up to 8.0 hours per day, 260 days per year
Salary: Per Service Employees International Union 12-Month Employees' negotiated salary schedule

Position Summary:

The Journeyman Mechanic will be under the direction of the Lead Mechanic and will inspect, service, and repair school buses, cars, trucks and other district rolling stock and equipment using machinery, test equipment, hand and power tools, gas and electric welding equipment in keeping district vehicles in such a state of operating excellence that they present no problem or disruption to the educational program; will establish and conduct a thorough check and inspection on all school buses prior to each Washington State Patrol Inspection; and perform service calls for all district vehicles rendering any and all assistance necessary.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Transport students on to and from school routes, field trips, shuttles etc.
- Install and remove tire chains
- Perform repairs as directed on the interior and exterior of school district vehicles including but not limited to body work, upholstery repair, and glass replacement
- Perform preventative maintenance and repairs on all district vehicles
- Help maintain the fleet in a state of readiness such that out-of-service on state inspections does not exceed 10% but with a goal of 0%
- Assure that hazardous materials are dealt with properly
- Stay informed on school policies and procedures that affect this position
- Steam and or pressure wash vehicles as needed
- Perform brake work on vehicles with air or hydraulic brakes
- Clean shop as directed
- Properly fill out all shop related forms and documentation
- Assist in accident investigation
- Perform on-road service calls as needed
- Attend and/or schedule meetings and trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of diesel engines
- Knowledge and ability to utilize electronic test equipment to diagnose equipment problems
- Knowledge to interpret and follow wiring schematics
- Knowledge of materials and tools and ability to operate equipment to perform job
- Ability to diagnose and repair air brake systems
- Ability to weld with both gas and electric welders
- Ability to perform maintenance and repair on all district vehicles
- Ability to perform physical activity in a variety of working conditions
- Ability to interpret, understand, and apply written labels, charts, and graphs to follow safety rules and regulations
- Ability to shift priorities without advance notice
- Ability to follow oral and written directions
- Ability to work safely, independently, and with sound judgment
- Ability to prepare and maintain accurate records
- Ability to function as a member of a team to complete work activities
- Ability to work with a variety of people from diverse backgrounds

- Ability to comfortably and safely lift, move, or carry objects in excess of forty (40) pounds
- Ability to communicate effectively using district email system
- Ability to read, write, and communicate effectively to perform job
- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds
- Ability to understand and maintain drivers work orders, maintenance logs and other related transportation records
- Ability to troubleshoot electrical problems and complete repairs
- Must have the ability to plan and schedule repair work and work from written instructions, schematics, plans, and oral and written instructions
- Must be proficient in both gasoline and diesel engine diagnosis and repairs

Minimum Qualifications:

- High School diploma or equivalent
- Certified diesel technician preferred
- Washington State Commercial Driver's License with applicable endorsements to obtain a School Bus Driver authorization from the Superintendent of Public Instruction (have or obtain within 75 days of hire date)
- 1st Aid & Adult/Child CPR training (completed within 30 days from date of hire and to be maintained for the duration of this job)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The Journeyman Mechanic shall be evaluated annually by the Transportation Supervisor with input from the Lead Mechanic, pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed January 2006.

Job description revised December 2011.

Job description revised April 2012.