

## **Bus and Automotive Mechanic Job Description**

**Purpose:** The Bus and Automotive Mechanic supervises the operation of the garage and keeps the district's cars and buses in such a state of operating excellence that they present no problems or interruptions to the educational program. To perform these duties, the Bus and Automotive Mechanic must work closely with the staff and administration of the district.

**Responsible to:** Director of Transportation

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Five years experience in the mechanical field, preferably in bus mechanics.
4. Must hold a valid Kansas CDL.
5. Supervise personnel and job completion.
6. Certification of good health signed by a licensed physician.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Must be able to manually lift a minimum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy environments, with numerous interruptions.

6. Must work in and around dust, fumes, and odors.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**General Responsibilities:**

1. Maintain district cars and buses in top condition in order to prevent problems and interruptions of district educational programs.
2. Purchase needed supplies, equipment, and contracts in accordance with district procedures.
3. Serve as a substitute bus driver during emergencies.
4. Keep current on new information, innovative ideas and techniques.
5. Be responsible for the over-all operation of the garage.
6. Be responsible for diagnosing, assigning, and repairing of district automotive equipment.
7. Establish an efficient and effective system of routine automotive maintenance and preventive care.
8. Set up a system for the receipt and issuance of parts and supplies, and the keeping of records and inventories.
9. Maintain a current inventory of supplies and equipment according to the current budget.
10. Layout, assign, and inspect the overhaul and repair of district automotive equipment.

11. Promote and maintain high standards of safety and good housekeeping methods in all work-connected areas.
12. Set an example for safe and quality work.
13. Respond to information requests in a cooperative, courteous, and timely manner.
14. Keep information and records confidential.
15. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
Employee