

FPS Classified Bus Mechanic Job Description

Exempt: No
Department: Ops-Transportation
Reports To Lead Bus Mechanic
Location: Bus Shop
Date Prepared: February 10, 2010
Date Revised: October 11, 2012

GENERAL DESCRIPTION OF POSITION

Repairs and overhauls vehicles & buses by performing the essential duties and responsibilities outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Examines vehicles & buses and determines nature and extent of damage or malfunction.
2. Plans work procedure.
3. Raise vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.
4. Remove, repair, replace unit such as engine, transmission, or differential.
5. Disassembles unit and inspects parts for wear.
6. Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.
7. Diagnose, overhaul, or replace engine component such as, blowers, generators, distributors, starters, pumps, etc.
8. Rebuild, replace parts such as crankshafts and cylinder blocks.
9. Rewires ignition system, lights, and instrument panel.
10. Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.
11. Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
12. Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.
13. Service and preventive maintenance on school buses and support vehicles.
14. Complete, and submit documentation for repairs completed.
15. Remove tire and wheel assembly. Break down tire from wheel. Mount tire on wheel. Replace tire and wheel on bus as necessary.

16. Inspect school bus per state require guidelines.
17. Perform any other related duties as required or assigned.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

CDL required to drive as a substitute bus driver as needed. CDL required to test drive school bus on public roads as needed.

Class "B" CDL, with no air brake restriction, with "P" endorsement, with "s" endorsement

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to work in high, precarious places, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and frequently required to stand, walk, talk or hear; occasionally required to sit, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces.

