

Title: SCHOOL BUS MECHANIC

General Description: The school bus mechanic will plan, schedule, repair and perform preventative maintenance on the MTHS transportation fleet as needed; ensure the availability of vehicles in safe operating condition; and provide written documentation of repairs to meet MTHS, state and federal requirements.

Qualifications:

1. Minimum 1 year documented experience repairing and servicing school buses or medium duty trucks.
2. Demonstrated success in performing a wide variety of tasks requiring a proficient understanding of school bus repair.
3. Ability to overhaul engine on both gasoline and diesel powered trucks and school buses.
4. Valid CDL license with a Passenger and School Bus endorsement, or ability to obtain within 6 months of hire.
5. Knowledge of school bus safety inspection procedures as required by law.

Reports to: Transportation Manager Director

Job goal: to keep the MTHS transportation fleet operating safely for the well-being of our students and our drivers.

Essential job duties:

1. Diagnose, remove, and assemble body and chassis components from any vehicle; clean, inspect, rebuild, and assemble new or original parts; reinstall components and make necessary adjustments.
2. Diagnose potential vehicle malfunctions (e.g. using computer diagnostic equipment) for the purpose of determining needed repairs and/or replacement.
3. Inspect, clean, adjust, tighten, and / or repair minor items such as lights, bulbs, lenses, reflectors.
4. Repair items such as kingpins, springs, shocks, leaf springs, spring pins.

5. Perform tune-ups.
6. Replace and repair brakes, steering repairs, electrical repairs, air conditioning, and heat repairs.
7. Replace or repair minor body parts, floors, fenders, and dents.
8. Service buses for maintenance.
9. Perform minor repairs as requested on daily vehicle inspection reports in a timely fashion.
10. Tire repairs; lube oil and filter changes; minor electrical repairs (bulbs, flashers, fuses); mirror replacement; minor road service; service fuels and fluids.
11. Maintain maintenance and repair computer and paper records on vehicles as required.
12. Performs tire work (e.g. changing, balancing) for the purpose of ensuring all buses and equipment are operating on safe tires.
13. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, general property maintenance, etc.
14. Service buses and transportation equipment for the purpose of ensuring a qualified person is able to run the bus on the route.
15. Substitute as a bus driver when needed for the purpose of ensuring qualified person is able to run the bus on a route.
16. Train mechanic helpers for the purpose of helping them learn the correct and safe way to repair and maintain vehicles.
17. Transport various items (e.g. tools, equipment, supplies) for the purpose of ensuring the availability of materials required at the job site.
18. Perform snow removal and general property maintenance, which may occur outside the regularly scheduled work hours.
19. Assist in the starting of vehicles during winter months.

20. Coordinates with Transportation Director on warranty and recall service.
21. Inspect and repair vehicles prior to Motor Vehicle inspections and certification.
22. Maintain inventory of parts and supplies.
23. Perform other duties as determined by the Transportation Manager, Principal, or Superintendent.
24. Order gas and diesel fuel as needed to ensure all buses have the fuel they need.
25. Fill absent route drivers with substitutes,
26. Maintain all records and schedule inspections as required by law.
27. Organize and help assign AM/PM Routes; schedule school field trip drivers; and afterschool/weekend trips.

The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. In each instance, it is expected that employees will perform whatever duties are necessary to carry out the MTHS's transportation functions, as indicated by the Superintendent and the Board of Education.

Physical Demands & Environmental Considerations:

The environmental and physical factors described here are representative of those that may be present in the work place while the employee performs 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, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 50 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position will require working with students of all ages as well as parents, staff and volunteers. Employees in this position may encounter stressful situations where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

