

Position/Title: Mechanic/ Mechanic Helper
Department: Transportation
Reports to: Director of Transportation

SUMMARY: Maintains the maintenance and mechanical stability of all motor-vehicles of Marshall Public Schools. Preventative maintenance is essential. In addition, must prepare and manage all aspects of potential inspections and MSIP reviews for transportation.

Job description/duties:

- Responsible for the maintenance and repairs of a fleet of school buses numbering 32.
- Will also be responsible for the upkeep of all district vehicles owned by the district
- Performs safety inspections on all vehicles as required by law.
- Responsible for the upkeep and cleanliness of the shop area.
- Keeps appropriate records of all maintenance and inventory
- Keeps appropriate fuel logs and maintenance on the fuel pump system
- Works with Transportation Director on purchasing buses and operating supplies
- Responsible for upkeep on the bus lot, mowing, gravel, ect.
- small engine repair
- tractor repair and maintenance
- car/light duty truck repair and maintenance
- bus repair and maintenance
- reports hazards and safety concerns to the director.
- Works with the director figuring and calculating bills and purchases
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES: None

SPECIAL REQUIREMENTS: The employee should be conscientious, dependable, prompt, be in good health, and have good personal hygiene. Standing; bending; squatting, reaching, stooping, pulling and pushing will be required. A physical may be required. Removal of lab animals, cleaning of blood, human waste, broken bottles and other offensive items and odors is occasionally required.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, with trade or technical school preferred. Five years preventative maintenance or construction work in trade skill required. Institutional experience is desirable. HVACR recovery certification required.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Service Personnel.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.

