

Treynor Community School District

Job Title: TRANSPORTATION – BUS MECHANIC

Reports to: Superintendent or Designee

Basic Function: Determine and perform preventative maintenance, needed repairs and/or replacements on all transportation vehicles and equipment; ensuring the availability of the vehicles and equipment in safe operating condition; and preparing and maintaining written documentation of repairs and related records to meet district, state, and federal requirements.

Essential Functions:

- **Inspects and diagnoses** vehicles regularly (e.g., brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition), for the purpose of determining needed repairs and replacements and ensuring conformance to the expectations set by in the district's insurance regulations and state and federal laws, rules, and regulations, assuring vehicles are safe and ready to transport students.
- **Executes** preventive maintenance programs for the purpose of maintaining vehicles and equipment in safe operating condition.
- **Performs** complete safety inspections as required for the purpose of meeting state and federal laws, rules and regulations, and ensuring vehicles are safe and ready to transport students.
- **Repairs** vehicles (e.g., tires and rims, brakes, belts, hoses) and equipment systems/components for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- **Replaces** defective vehicle and equipment parts/systems for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- **Makes** emergency service calls for stranded buses and other district equipment.
- **Maintains** tools, equipment, and shop area in good condition for the purpose of ensuring the availability and functioning of required tools and equipment within a safe and clean work area.
- **Prepares** documentation (e.g., repairs, maintenance records, inventory of supplies and equipment) for the purpose of providing written support and/or information to comply with regulating guidelines.
- **Adheres** to applicable state and federal laws, rules and regulations, board policies, and administrative rules for the purpose of ensuring a safe working environment and transportation system.
- **Performs** other duties (e.g., snow removal, grounds care, bus driving) as assigned.

Essential Job Requirements/Qualifications:

- **Education:**
 - High school diploma or equivalent.

- **Experience:**
 - Prior related experience involving gas and diesel engines.
 - Acceptable experience in the repair and preventative maintenance of heavy equipment.
 - Acceptable experience in the repair and preventative maintenance of school buses and other motor vehicles preferred.

- **Licenses and Other Requirements**
 - Successful background check, including criminal justice fingerprint and background clearance.
 - Valid driver's license and evidence of insurability.
 - Alcohol and drug testing, both initial and random testing.
 - Valid Commercial Driver's License (CDL) with Class B, passenger, and school bus endorsements.
 - STOP Class for New Bus Drivers (14 hours on line and three hours face to face).
 - Department of Transportation (DOT) physical.
 - Three-hour annual class for bus drivers.

- **Knowledge, Skills, and/or Abilities:**
 - *Knowledge of . . .*
 - Repair shop practices including welding, safety regulations and practices.
 - Operating and repair characteristics for district buses, vehicles, and equipment.
 - Principles and procedures of preventative maintenance related to school bus vehicles and equipment.
 - Shop mathematics applicable to the mechanical trade.
 - Basic record keeping.
 - Practices, methods, equipment, tools, and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment, including gasoline and diesel-powered equipment and systems.
 - Ordering parts from various parts manuals.
 - Pertinent federal, state, and local laws, codes and regulations.
 - Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
 - Safe driving principles and practices.
 - *Skills to . . .*
 - Use materials and equipment necessary in the inspection, repair, and maintenance of buses, other vehicles, and equipment.
 - Operate hand and power tools.
 - Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalogs.
 - Prepare and maintain accurate and complete records.

- Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.
- *Abilities to . . .*
 - Understand and carry out oral and written instructions and directions.
 - Perform basic mathematical calculations.
 - Work independently with minimal supervision.
 - Maintain effective working relationships with employees, students, and administrators.
 - Perform heavy manual labor.
 - Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
 - Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned program and functions.

Physical Demands:

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 100 pounds.
- Manipulating hands and fingers to operate a variety of specialized tools and equipment.
- Reaching overhead and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning, and twisting.
- Occasional carrying, pushing, or pulling boxes, tires, and engines.
- Crawling under vehicles.
- Working with tools and powered machinery.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.

Working Conditions:

- Indoor/Outdoor environment subject to changing temperatures below freezing and exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the superintendent's right to assign or reassign duties and responsibilities to this job at any time.