



Position	Assistant Mechanic
FLSA	Non-Exempt (Hourly)
EEO Category	Craft Workers
Supervisor	Lead Mechanic or Transportation Manager
Revision	November 18, 2019

Position: Assistant Mechanic

Company Description: Auxilio is here to help school districts. Across several categories, we provide specialized, expert management of the student environment, saving clients' time and money to reinvest in the student experience.

Scope: The Assistant Mechanic helps the Lead Mechanic plan, schedule, and perform repair and preventative maintenance of the district bus fleet. This position also assists in the maintenance of cars, trucks, and other motorized equipment as needed; prepare and maintain related records, and other related duties as required.

Essential Functions:

- Assist the Lead Mechanic in all facets regarding performing district bus fleet mechanic work.
- Assist the Lead Mechanic in planning and implementing a preventative maintenance program for district bus fleet.
- Assist in performing mechanical repairs on buses to include major overhauls, as necessary.
- Make emergency service calls for stranded buses.
- Assist in making recommendations for ordering and stocking all necessary repair parts.
- Maintain the shop area in a clean, orderly and safe condition.
- Assist in the service and repair of other fleet locations within Auxilio, as needed.
- Inspect, replace, adjust, and repair tires, rims, brakes, belts, and hoses.
- Perform complete safety inspections as required.
- Estimate time, material, and equipment needed for assigned jobs.
- Prepare and maintain accurate and complete records.
- Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalogs.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
- Operates motor vehicles; may be required to drive school bus with passengers if licensed.
- Always adhere to FERPA regulations and remain confidential.
- Performs other duties as assigned. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Qualifications:

- High school diploma or equivalent required.
- Valid Driver License required.
- Class B CDL License with Air Brakes and P-Endorsement preferred; CDL training provided if necessary.
- Minimum 1-year experience performing automotive/truck services required.
- HDT brakes certification preferred.
- Experience with gasoline and diesel engines preferred.
- ASE or diesel equivalent State HDT (Heavy Duty Truck) certification preferred.
- Subject to Background Check and Drug Screen.
- Subject to DOT Physical and Motor Vehicle Review.
- Familiar with vehicle diagnostic equipment.
- Experience with school bus preventative maintenance principles and procedures.
- Proficient in practices, methods, equipment, tools, and materials used in repair and adjustment of school buses and other motorized vehicles including gasoline and diesel-powered equipment.



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- Ability to order parts from various parts manuals.
- Knowledge of safe driving principles and practices along with pertinent Federal, State, and local laws, codes, and regulations.
- Understanding of occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Ability to perform heavy manual labor.
- Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs.
- Work independently with minimal supervision and work cooperatively with others.
- Execute basic record keeping practices.
- Ability to travel 10-15%; travel will be scheduled as needed.

Physical Demands:

Indoor/outdoor environment subject to changing temperatures. 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. Sitting, standing, and walking for extended periods of time. Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds. Manipulate hands and fingers to operate a variety of specialized tools and equipment. Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas. Occasional bending, kneeling, crouching, turning, crawling and twisting. Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information. Verbal, auditory, and written capabilities to effectively communicate in a clear manner. Perform physically demanding work. May require driving a vehicle to conduct work.

Auxilio Services is an Equal Opportunity Employer. All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.