

**SPRINGFIELD LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **Mechanic**

Reports To: Lead Mechanic, Supervisor, Assistant Superintendent, Superintendent

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. High school graduate or equivalent.
2. Record of good attendance and strong work ethic.
3. Evidence of good moral character as established in section 3301-20-03 of the Ohio Administrative Code.
4. Two years experience as a school bus mechanic or equivalent.
5. Formal schooling in diesel and gasoline engine repair.
6. Knowledge of shop tools and equipment.
7. Ability to troubleshoot and repair mechanical and electrical systems.
8. Ability to perform minor body repairs due to collision/rust.
9. Valid Class B Ohio Commercial Drivers License with school bus and passenger endorsements. Random drug screening as mandated by federal laws.
10. Must adhere to US DOT 49 CFR Part 40 Transportation Workplace Drug and Alcohol Testing Programs.
11. A.S.E. certification preferred.
12. Ability to communicate clearly (oral and written) with drivers and office staff.
13. Ability to work well with other mechanics, drivers, parents, students and all other personnel.
14. Ability to lift a minimum of 60 pounds comfortably.
15. Must have five years continuous driving record.
16. Willingness to work with students, staff and community members.
17. Willingness to participate in future training.
18. Alternatives to the above qualifications that the Board of Education may find appropriate.

General Description:

Services and inspects bus fleet, including regular and periodic inspection and maintenance procedures to reduce frequency of repairs and lower cost of operation and maintenance.

Essential Functions:

1. Determines that safe and satisfactory equipment is maintained at all times.
2. Communicates as needed with all staff to ensure a team approach to problem solving.
3. Helps maintain safety and security in the buildings.
4. Assists in maintaining a program of preventive maintenance.
5. Has access to and knows how to use the owner's and driver's manual and the service manual provided by the vehicle manufacturers.
6. Assists with the bus maintenance program and prepares all buses for the annual inspection by the Ohio Highway Patrol.
7. Assists with keeping adequate cost records.
8. Assists in keeping the bus garage clean, orderly and free of hazardous conditions.
9. Promotes good public relations with those with whom he/she works through personal appearance, attitude and conversation.
10. Secures a purchase order number from lead mechanic, supervisor, or treasurer and indicates what parts, supplies, equipment, etc. are needed before making any purchases.
11. Services and inspects buses and other board-owned motor vehicles on a regularly scheduled program, making repairs as required.
12. Assists in completing and compiling motor vehicle maintenance records.
13. Follows-up on drivers' reports of mechanical problems with a given vehicle.
14. Participates in in-service training when necessary.
15. Assists in keeping appropriate inventory levels based on replacement needs.

16. Has skills with technology (or willingness to be trained) in order to record, report and maintain motor vehicle transportation.
17. Communicates as needed with all staff to ensure a team approach to problem solving.
18. Helps maintain safety and security in the buildings.
19. Accesses and responds to electronic communication (i.e., website, email, voice mail, etc.) daily.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as responsible citizens.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Responsible for clocking in and out each day.
4. Reports absence into online reporting system
5. Remains compliant with district policies regarding alcohol and substance use/abuse. (example: PO 4122.01 and PO 4170)
6. Conducts all work in a safe and responsible manner.
7. Conducts other duties as assigned by the Director of Transportation.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Regular requirement to reach, stretch with hands and arms, crouch, stoop and kneel.
5. Lift, carry, push, and pull various supplies and materials up to 60 pounds comfortably.
6. Walking in excess of 2-3 miles per day.
7. Repetitive hand motion (e.g. tools...).
8. Frequent climbing of stairs and ladders.
9. Exposure to high levels of noise (e.g. power tools...).

Title: Mechanic

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date