



WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES (CLASSIFIED)

JOB TITLE: Mechanic Technician 2

CLASSIFICATION: Mechanic Technician

WORK SCHEDULE: As determined by the Transportation Manager to support district needs.

RESPONSIBLE TO: Transportation Manager or their designee

SALARY: \$23.14 - \$24.77 per hour

QUALIFICATIONS:

- Twenty One years of age (21).
- Minimum of two years driving experience.
- High School Diploma or equivalent.
- Complete a satisfactory BCI and FBI Background check.
- Be in good physical health and pass a T-8 physical. (Provided by the District)
- Satisfactory pre-employment and ongoing random drug tests
- Have the ability to be trained and obtain a Commercial Driver's License (CDL) Class B with endorsements P (passenger vehicle) and S (school bus) via District provided trainers; OR current Commercial Driver's License (CDL) Class B with endorsements P (passenger vehicle) and S (school bus).
- Insurable as defined by the insurance carrier of the Westerville City Schools Board of Education and no prior DUI, DWI, OMVI or OVI within the past ten (10) years and no more than 4 (current) points on your license.

GENERAL RESPONSIBILITIES:

- **Attitude:** Promote a positive work environment. Seek to drive negativity out of the workplace. Show resilience in the face of constraints, frustration or adversity.
- **Teamwork:** Show commitment toward departmental goals and work with others to accomplish team objectives. Value each person's contribution to the team. Contribute your own fair share of effort to the team's objectives.
- **Building Relationships:** Relate to people in an open, friendly and accepting manner. Project warmth, sincerity, and openness. Compromise to build effective give and take relationships.
- **Resolving Conflict:** Bring disagreements into the open and resolve by maintaining professional maturity. Promote constructive resolution of disagreements or conflict. Work toward win/win solutions by building consensus or compromise.

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- **Communication:** Listen effectively and seek to understand different viewpoints. Encourage the open expression of ideas and opinions. Respond to others in a style that builds self-esteem.
- **Demonstrate Adaptability:** Work effectively under stressful conditions. Adjust to multiple and conflicting demands. Show resilience under ambiguous and changing circumstances.
- **Self Development:** Proactively seek opportunities to personally develop and grow. Actively seek feedback on personal performance and react without defensiveness. Effectively learn from experience.
- **Drive for Results:** Set high standards for performance. Accept personal ownership and demonstrate a strong commitment to achieve goals. Convey a sense of urgency and drive issues to closure despite obstacles and opposition. Allocate your own time efficiently.
- **Analysis and Decision Making:** Make decisions based on facts and data and understand the financial impact. Evaluate alternate solutions before making decisions. Seek the input of others as appropriate when developing solutions. Ensure that those impacted by the decision are kept informed.
- **Leading Change and Innovation:** Seek continuous improvement in systems, processes and procedures. Encourage innovation and creativity. Challenge the status quo.
- **Customer Intimacy:** Understand customer's needs, expectations and priorities and deliver quality services that satisfy the customer. Strive to exceed the customer's expectations.
- **Integrity and Trust:** Build trust by delivering on commitments and demonstrating consistency between words and actions. Treat people fairly. Maintain confidentiality of appropriate information. Share in the commitment of our Mission and Beliefs.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are representative, but not limited to those performed by a Mechanic Technician:

- Must possess physical ability for heavy lifting, stooping, bending, crawling, and have the flexibility and dexterity to work in the various areas and physical positions required when performing a wide variety of mechanical work.
- Perform all preventive maintenance of assigned equipment including maintenance equipment and buses at the required intervals.
- Complete all brake repairs for buses and maintenance vehicles.
- Transmission repair, removal and installations for (manual and automatic) vehicles.
- Repair and/or replacement of exhaust systems for all assigned equipment.
- Perform minor and/or major body repairs, including painting vehicles.
- Execute cold starts of all equipment.
- Keep Asst. Manager advised on status of work in progress.
- Communicate with drivers in person and radio communication with professionalism and courtesy at all times.
- Prepare buses for State inspections as per the required checklist.
- Make road-service calls, both during regular hours and also after hours.
- Maintain a clean, safe work area.

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I have read and received a copy of this job description.

Name

Date

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