



UPPER ARLINGTON CITY SCHOOLS

Position: Mechanic

Time Schedule: 12 months

Salary Rate or Ratio: Hourly (\$22.40 - \$28.03 p/hr. based on exp.)

Classified - Regular Full Time

FLSA Status: Non-exempt

Probationary Period: 120 days

Benefits:

- Paid Training for CDL (COMMERCIAL DRIVER LICENSE)
- Paid Personal and Sick Leave
- Paid Holidays
- Health, Dental, Vision and Life insurance available
- Summers Off

Description: Perform under direction, diagnosis, maintenance and repair skilled work in all phases of vehicular maintenance and repair on buses, trucks, tractors, passenger vehicles, grounds equipment and component parts; perform related duties as required.

NOTE: The lists below are not ranked in order of importance:

Qualifications:

- High school diploma or general education degree (GED)
- Possess and maintain a valid State of Ohio Class B commercial drivers license (CDL) school bus endorsement
- Must pass annual medical physical (T-8 Physical)
- Must complete bus drivers recertification (T-9) every six years as required by state law
- Required to participate in and pass random drug and alcohol testing
- Pass BCI background check
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Ability to work independently
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of hydraulics, mechanical equipment, computers, lubricants and welding
- Knowledge of the methods, tools and practices of gasoline and diesel automotive equipment including preventive maintenance, diagnostic and repair
- Knowledge of electrical, air brake systems, welding, cutting torches and body work
- Knowledge of occupational hazards and safety precautions of the automotive repair trade
- Ability to diagnose and repair defects in automotive and construction equipment
- Ability to log-in and navigate district required software, I.e., Public SchoolWorks, email, etc..

Essential Functions:

- Ensure safety of students
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Evaluate complaints received on equipment and supplies and take appropriate action with Transportation Supervisor
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Attend meetings and in-services as required
- Repair, overhaul, and maintain engines, transmissions, differentials, drive trains, brake systems, steering systems, and other major components of a wide variety of automotive and construction equipment
- Install piston rings, replace worn bearings, install clutch plates, repairs
- Perform service calls for equipment broken in the field
- Assist in keeping inventory on stock replacement items
- Follow up on drivers reports of problems with buses or other district-owned vehicles
- Instruct school bus drivers as needed in the service and maintenance of vehicles
- Maintain cleanliness of district vehicle garage
- Maintain respect at all times for confidential information
- Maintain vehicles in safe and satisfactory condition at all times

- Participate in summer bus maintenance program to have all buses ready for the annual inspection by the Ohio Highway Patrol
- Perform all major repairs to Board owned vehicles that may be necessary
- Perform emergency road service as needed
- Perform routine preventative maintenance on all Board owned vehicles according to schedules
- Provide proper care of garage facility tools and equipment
- Remove and replace vehicle tires as needed
- Submit all forms and reports as may be required
- Assist in maintaining records and reports as directed and or required by law
- Keep informed of school transportation rules, regulations and changes as issued from various departments of the state of Ohio.
- Perform maintenance and repairs on other school equipment such as lawn mowers, snow equipment, custodial equipment etc..
- Pick up and deliver vehicles for preventative maintenance and when break down occurs
- Repair shop equipment as needed
- Assist in making minor repairs to the building and grounds as needed (wash bay vehicle shelter parking lot)
- Operate snow removal equipment as requested and needed at bus lot.
- Assist in rebuilding engines
- Ability to troubleshoot and make repairs on all district owned vehicles and equipment
- Operate welding and cutting torch equipment to weld and cut various metals
- Operates a computer in the maintenance and retrieval of various records and information
- Rebuild various vehicle component parts and systems
- Reading manuals for proper diagnosis
- Operates motor vehicles to test drive to ensure proper repair
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Such alternatives to the above essential functions as the Supervisor and/or Board of Education may find appropriate

Other Duties and Responsibilities:

- Perform other duties as assigned by the Director of Transportation
- Occasional need to perform substitute bus driver duties
- Operates motor vehicles to pick up parts and supplies as needed
- Monitors two-way radios to respond to problems as they arise
- Use various hand and power tools when making diagnosis and repairs
- Serve as a role model for the District.

Equipment Operated:

- Telephone
- Motor vehicle, truck, bus and school van
- Forklift
- Various hand tools
- Tire machine
- Hydraulic lift
- Drill press
- Chain hoist
- Motor stand
- Battery charger
- Welding unit

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Frequent exposure to outdoor weather conditions, i.e., requirement to work outdoors during all types of weather
- Frequent exposure to loud noise
- Frequent repetitive hand motion
- Frequent requirement to lift and carry various items up to a maximum of 60 pounds
- Frequent requirement to push and pull up to (approximately 300 lbs on wheels)
- Frequently move around workspace and travel throughout school building
- Frequently move and position self as necessary to access and operate equipment

Employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District.

The Upper Arlington City School District Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation and transgender identity, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.

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