

TITLE: Heavy Duty Mechanic
(Journeyman / Apprentice)

DEPARTMENT: Finance and Operations
Transportation

REPORTS TO: Shop Foreman and Director of Transportation

POSITION SUMMARY: Under direction of the Shop Foreman, the mechanic will perform required maintenance on all district vehicles and other related tasks and assist with vehicle maintenance and mechanic operations to ensure District vehicles are maintained in sound operating condition.

ESSENTIAL FUNCTIONS:

- Performs Journey Level maintenance and repairs on school buses and other district vehicles.
- Diagnose problems with and maintain gasoline and diesel engines and related parts.
- Diagnose problems with and maintain automatic transmissions.
- Diagnose, overhaul and maintain vehicle components, such as air brakes, ABS, hydraulic brakes, vacuum and hydro-boost systems, rear axles, power steering, compressors, electrical systems, etc.
- Diagnose problems with and maintain electrical systems and wiring.
- Maintain suspension systems.
- Weld and fabricate metal chassis components.
- Rotates on and off the service rack as part of the shop team.
- Perform any other related duties, as required for major and minor fleet maintenance and operation.
- Communicates changing bus needs to co-workers, parts specialist, and shop foreman as needed.
- Assists other mechanics as directed and required.
- Help maintain a safe and clean work environment and maintain records and forms both physical and electronic.
- Attend any trainings required to update working knowledge.
- Perform all required preventative maintenance and regular bus safety inspections.
- Use all shop equipment safely and proficiently, i.e., grinders, drills ,air tools, lifting equipment, welders, shears, press, and other related equipment.
- Follows shop protocols and procedures as appropriate.
- Use technology and precision tools to assist in the maintenance of the District vehicles or shop equipment
- Use technology to draft, prepare and process a variety of communication, forms, and other documents to assure proper completion of records.
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines.
- Supply own hand tools, including sockets and combination end wrenches to 1.25 “.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: High school graduate or G.E.D.

EXPERIENCE: Two (2) years of related Voc-Tech training or apprenticeship. Technical college degree preferred. Two (2) years work experience as a journeyman mechanic in truck/bus field highly preferred. Further the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to establish and maintain effective working relationships with other employees, other District staff and general public; and
- Ability to use computer technology and software appropriately to complete the essential functions of the job.

