

Vail School District Job Description

Job Title: TRANSPORTATION MECHANIC-CERTIFIED

Department: Transportation

Reports To: Assistant Director of Transportation

FLSA Status: Non-exempt

Classification: Level 14

Revised: 06/26/2018

SUMMARY

Under the supervision of the Lead Mechanic or appropriate supervisor, this position assists in the maintenance of the District's school buses, support vehicles, and department mechanical equipment to assure their safe, effective, and efficient operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented; other duties may be assigned. To perform this job successfully, an individual must be able to perform each of the essential duties in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Assists in the maintenance, diagnoses, and repair of all district vehicles as required by State statute, Arizona Department of Public Safety inspections, and District safety policies and procedures.
- Performs services and repairs on school buses, including but not limited to, diesel engines, injectors, pumps, automatic and standard transmission repair and replacement, wheelchair lifts and restraints, brake and air brake systems, electrical systems, broken windows, light bulbs and fuses, and tires/wheels.
- Assures buses and other district vehicles are working properly and ready for routes and/or requests for use.
- Immediately reports all vehicle and equipment damage or malfunction to the supervisor/lead mechanic.
- Pre-trips white fleet.
- Follows prescribed preventative maintenance procedures on all vehicles.
- Responds to school bus driver needs and maintains a positive working relationship with all Transportation Department employees.
- Maintains a current inventory of supplies and equipment.
- Drives established school bus routes when required.
- Responds to calls after regularly scheduled work hours, as needed.
- Promotes high standards of safety and housekeeping methods in work-connected areas.
- Participates in continuing educational training for new techniques and job skills as requested.
- Assists in other transportation related needs, as required.
- Talks to equipment operators, drivers, and operates vehicle, or uses diagnostic equipment

to identify problems and malfunctions.

- Conducts inspections of equipment in the shop or in the field to determine safety status and to identify potential causes of equipment malfunction.
- Performs diagnostic inspections on automotive and other motorized or stationary equipment to identify problems, using mechanical, electrical, and electronic testing equipment
- Initiates orders for parts and equipment using parts books or other sources, including contacting vendor to determine the availability of parts. Submits parts and equipment order requests, following shop procedures.
- Maintains vehicle repair records including the nature of the repair, labor hours, and parts used in making repairs. Completes work orders and delivers them in a timely manner to the shop clerk for data entry.
- Drives equipment in and out of repair shop; operates and road tests repaired vehicles to ensure proper function.
- Must own and maintain on premises, tools specified in Transportation Mechanic Tool list.
- Maintains a positive and effective working relationship with all Transportation staff.
- Supports and follows District policies and the ACT Statement.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of automotive trade practices, tools, and equipment.
- Knowledge of construction and operation of automotive electrical systems and internal combustion engines.
- Knowledge of OSHA standards, transportation-related safety hazards, and necessary precautions required to work around, in and under vehicles, and to work with petroleum-based chemicals, solvents and exhaust fumes.
- Ability to locate and repair defects in vehicles and equipment.
- Ability to use tools and operate diagnostic and power equipment employed in the repair and adjustment of engines and components.
- Ability to perform diagnostic and mechanical repair work without direct supervision in the shop or in the field.
- Ability to change and repair tires.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree, (GED).
- Minimum one year related experience and/or training; or equivalent combination of education and experience as approved at the discretion of the Assistant Director of Transportation.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess and maintain an appropriate and valid Arizona Commercial Drivers License.
- Ability to obtain an Arizona school bus license, have an acceptable driving record, and current personal auto insurance coverage.
- Hold valid CPR/first aid certification.
- Present a minimum of four (4) certifications in any field related to auto or diesel mechanics, including but not limited to ASE Certification or six years in the field experience with a minimum of six (6) certificates of attendance or certification for related classes, or a combination thereof; graduated from an auto or diesel mechanics course or trade school; or trained for this position in the military.
- The employee must pass the Transportation physical agility test and annual/random/for cause drug and/or alcohol screening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to fumes and airborne particles, outside weather conditions, and vibration. The noise level is usually moderately high and occasionally very high.

The employee may drive in inclement weather, which may require appropriate weather related actions (chaining tires, for example). The employee may drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.