

HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MECHANIC	File 705
Reports to:	Transportation Supervisor and Head Mechanic	
Job Objective:	Assists with the district vehicle maintenance program. <i>NOTE:</i> Driving duties may be assigned. See "bus driver" job description for additional information.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma. Post-secondary commercial vehicle maintenance training or work experience is required.· Meets all mandated health screening requirements.· A record free of criminal violations that would prohibit public school employment.· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.· Ability to establish working relationships with co-workers and function as part of a cohesive team.· Commitment to keep current with skills essential to the objectives of the position.· Ability to comply with safety and environmental regulations.· Valid Commercial Drivers License (CDL) with school bus and passenger endorsements preferred. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides technical expertise and manual skill in the inspection, servicing, and repair of district vehicles. Recommends effective procedures to deal with emergency repairs. Helps coordinate annual state patrol bus inspections.· Refers district policy questions to administrators.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Helps evaluate performance to ensure that maintenance service programs are effective.· Keeps current with local, state, and federal school bus safety and environmental regulations.· Helps bus drivers recognize problems before the equipment malfunctions.· Shares knowledge about advances in operational procedures and equipment technology.· Learns maintenance procedures for all district vehicles.· Makes road calls when vehicles become disabled.· Reports irregularities and equipment abuse to the transportation supervisor.· Helps secure and evaluate work performed by outside contractors.· Inspects, services, repairs and/or rebuilds equipment. Encourages drivers to ask questions and offer suggestions. Tests repaired vehicles to ensure safety.· Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks belts, maintains fluid levels, etc.).· Keeps the head mechanic informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.· Recommends the replacement of equipment necessary to ensure fleet effectiveness.· Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).· Picks-up and delivers equipment, materials, and other supplies as directed.· Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.· Receives deliveries. Unloads trucks. Inspects packages. Verifies contents with packing lists and purchase orders. Organizes and stores supplies. Validates invoices for payment.· Takes appropriate action to protect school property. Secures equipment/work areas as directed. Responds to emergencies as needed.· Prepares and submits accurate and timely reports, records, and inventories.· Assists other staff as needed to deal with unexpected or urgent situations.· Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.· Upholds the student conduct code. Maintains high expectations for behavior and performance.· Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.· Maintains the confidentiality of privileged information.· Reports suspected child abuse and/or neglect to civil authorities as required by law.	

- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date