

PART'S MANAGER

QUALIFICATIONS:

1. High School Graduate
2. Hold a valid Alabama driver's license and school bus driver's license
3. Some mechanical experience and demonstrated aptitude
4. Completion of a vocational course in mechanics desirable
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Shop Foreman and Transportation Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Maintain parts supply and inventory.
2. Operate school bus and have knowledge of parts.
3. Remove and replace tires on cars, trucks, and buses.
4. Handle the lubricating process on vehicles.
5. Assist with maintaining, repairing, and reconditioning of vehicular equipment.
6. Reline brakes, king pin and bushings and spring replacement with supervision.
7. Install exhaust systems with supervision.
8. Assist with repairing and/or reworking of electrical wiring systems and replace components.
9. Assist in maintaining a clean, orderly, and safe shop in which to work.
10. Learn to trouble-shoot mechanical problems.
11. Assist with road calls to buses as required.
12. Assist with minor body repair and gear work.
13. Participate in training and development program set up by supervisor and/or foreman.
14. Be regular and punctual in attendance.
15. Maintain confidentiality of all School System business.
16. Maintain proper and professional relationship with students and other employees.
17. Perform duties in a manner that promotes good public relations.
18. Be familiar with and follow Board of Education policies.
19. Perform other job-related assignments determined by Shop Foreman and Transportation Coordinator.

TERMS OF EMPLOYMENT: 12-month year- Work schedule established by Transportation Coordinator. Subject to emergency calls. Salary according to appropriate current schedule.