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| Job Title:        | <b>BUS MECHANIC - PARTS</b>  | Reports to:        | <b>Transportation Director</b> |
| FLSA status:      | <b>Non-Exempt</b>  | Supervisor duties: | <b>none</b>                    |
| Classification:   | <b>Classified</b>  | Approved on:       | <b>10/13/2020</b>              |
| Position Summary: | This position assists the director of transportation in a combined effort to provide safe and efficient transportation for school district children and staff; keeps the district's vehicles in a safe and economical condition; performs preventive maintenance so that interruptions to the educational program are held to a minimum. |                    |                                |

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to exercise discretion when working with employees that require additional coaching to perform at departmental standards.
- Knowledge regarding transportation safety practices and procedures.
- Makes repairs of all types to school district vehicles and equipment.
- Diagnoses problems and utilizes test equipment.
- Inspects vehicles for safe mechanical condition.
- Keeps vehicles clean and fueled.
- Must be available in case of equipment breakdown or accident.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to operate a standard or automatic transmission motor vehicle and foot controls with two feet simultaneously.
- Ability to use two-way communication equipment.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of applicable Federal and State laws, district procedures and Board policies.
- Ability to handle confrontation and conflict without an emotional response.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent; 2 years driving experience
- Arizona Class B Driver's License with air brake, passenger and school bus endorsements
- Arizona School Bus Driver Certification
- Current AZ Commercial Driver's License with a good driving record
- Experience must encompass gasoline as well as diesel vehicles
- Successful experience in performing a wide variety of tasks requiring an understanding of proficiency at vehicle mechanical repair and preventative maintenance.
- CPR and First Aid Certification desired

**Computer Proficiency:** Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

## **WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*