

West Salem School District
Job Description

Position Title: Transportation Mechanic/Maintenance
Qualifications: Strong educational and employment history in school bus administration and mechanics
Department: Transportation
Reports To: Transportation Director
Prepared By: Nancy Burns Date: November, 2006
Approved By: Board of Education Date: January 8, 2007

I. Summary:

Working under the general supervision of the Transportation Director, this individual is responsible for the efficient repair of school vehicles and maintenance of the vehicle and transportation building and site to ensure safe and efficient transportation systems for use in our educational and district programs.

II. Essential Duties and Responsibilities:

- A. To perform duties of the transportation director when the transportation director is not available including scheduling the drivers for day-to-day bus routes in the absence of the transportation director in cooperation with the Transportation Administrative Assistant.
- B. He/she shall be responsible for the repair and maintenance of all the district buses, cars, vans, trucks and other maintenance vehicles and other district mechanical equipment.
- C. Be responsible for reviewing pre-trip inspection forms and addressing mechanical deficiencies.
- D. Be familiar with all state (Wisconsin) and federal standards regarding the general mechanical requirements of a school bus.
- E. Service all equipment including lubrication, oil changes, filter changes, and other items as needed.
- F. Overhaul engines, transmissions and other component parts under the supervision of the Transportation Director/Mechanic.
- G. Ensure that major repairs are sent out and completed in a timely and appropriate manner.
- H. Send all paperwork required by regulation to the Transportation Director and Transportation Administrative Assistant.
- I. Inform drivers of the specific operating and maintenance instructions as directed by the manufacturer.
- J. Take the necessary action under breakdown and emergency conditions.
- K. Be responsible for the cleaning and securing of the bus garage and grounds.

- L. Store only school vehicles, equipment and necessary personal tools in the bus garage.
- M. Detail all district vehicles interiors and exteriors on an annual basis and wash several times per year or as needed.
- N. Knowledge of hardware such as locks and door closures are required.
- O. Install, repair and maintain mechanical equipment such as pumps, motors and compressors and observes operation for possible breakdown or defects. Capable of repairing and adjusting HVAC controls and roof generators.
- P. Install, repair and inspect electrical equipment such as motors and switches for proper operation and adjustment. Must be familiar with single phase and three-phase electricity and voltages up to 480. Must be knowledgeable of switches, motors, outlets and light fixtures. Knowledge of meters and tools to analyze the operation of the equipment is a must.
- Q. Install and repair pipe assemblies and plumbing fixtures such as valves, drains, and faucets. Open clogged drains and repair leaks.
- R. Must be responsible in the operation and use of all equipment and tools in providing a safe atmosphere for all others and for yourself.
- S. Serve as a substitute driver, if a substitute is not available.
- T. Supply necessary tools per industry standards.
- U. Implement and carry out the West Salem School Board policies.
- V. Perform all duties as assigned by the transportation director.

III. Supervisory Responsibilities:

None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

High school graduate. Additional experience and/or education as a bus mechanic preferred.

B. Certificates, Licenses, Registrations:

Currently hold a Wisconsin Bus Drivers License.

Must demonstrate mechanical experience in repairing and maintaining buses and all other school vehicles, such as pickup trucks, cars, lawn tractors, and other mechanical experience.

- C. Certificates, Licenses, Registrations:
Wisconsin DOT CDL license with school bus endorsement and current AED, CPR and first aid certification.
- D. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notices, write drafts of meeting minutes, edit reports and business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.
- E. Mathematical Skills:
Ability to read charts, graphs and computer data.
- F. Reasoning Ability:
 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- G. Technology Skills:
 1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for word processing and telecommunications.
- H. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- J. Physical Demands:
 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 100 pounds.

K. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007