



# School District of West Salem

## JOB TITLE

Transportation Mechanic Lead Supervisor

### I. QUALIFICATIONS

*Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of the Director of Human Resources.*

High School diploma and a minimum of three years experience in school bus administration and mechanics.

- A. To perform duties of the Director of Transportation when the Director is not available/absent including scheduling the drivers for day-to-day bus routes 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 Director of Transportation/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 Director of Transportation 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 situations.
- K. Be responsible for the cleaning, snow removal and securing of the bus garage and grounds as needed.
- L. Store only school vehicles, equipment and necessary personal tools in the bus garage.
- M. Install, repair and maintain mechanical equipment such as pumps, motors and compressors and observe operation for possible breakdown or defects.
- N. 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.
- O. Must be responsible in the operation and use of all equipment and tools in providing a safe atmosphere for all others and for yourself.
- P. Serve as a substitute driver, if a substitute is not available.
- Q. Supply necessary tools per industry standards.



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R. Perform all duties as assigned by the Director of Transportation.

## II. SUPERVISION/EVALUATION

*The primary supervisor is the Director of Transportation. Performance of this job will be evaluated in accordance with the provisions of the Employee Handbook. This position is not responsible for the supervision and evaluation of any staff.*

## III. ESSENTIAL FUNCTIONS

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others*

- A. Be knowledgeable of and carry out the School District of West Salem policies.
- B. Deal with the public, students and school employees in a courteous and professional manner.
- C. Ability to follow, building and program policies and procedures.
- D. The Board reserves authority to the Superintendent to assign additional duties and responsibilities as necessary within the scope of the employment position.

## IV. INSTRUCTIONAL / BUILDING / DEPARTMENT RESPONSIBILITIES

- A. Ability to arrive at work on time and be prepared to complete job essential functions.
- B. Ability to promote a friendly and caring environment.
- C. Ability to meet the standard for appearance appropriate to the position.
- D. Ability to learn and practice universal precautions in dealing with any body fluid spills.
- E. Ability to respect district rules of confidentiality in regards to students, staff and situations; in that no specific student information is shared with anyone who does not have a legal right to that information.

## V. SKILLS AND ABILITIES

*May be representative, but not all-inclusive, of those commonly associated with the position.*

The ability to read, write and compute. The ability to define and solve problems; collect data, establish facts and draw valid conclusions. The ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members. The ability to adapt to and to use appropriate technology to process, store, communicate, and retrieve data required for the position.

## VI. PHYSICAL DEMANDS

*The physical demands described below 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 essential functions.*



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- A. Must be able to sit for extended periods of time
- B. Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- C. May occasionally be required to grasp, reach, and stoop/kneel/crouch/crawl
- D. May be required to lift or carry up to 50 pounds
- E. Stand for extended periods of time
- F. May need to walk at a brisk pace
- G. May need to walk an extended distance
- H. Climb stairs
- I. Required to drive to other locations
- J. May 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 objects.

## VII. WORK ENVIRONMENT

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- A. May occasionally be exposed to potentially hazardous bodily fluids.
- B. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

Disclaimer: This job description in no way states or implies that these are the only duties to be performed by the employee. Employees may be required to follow other job-related instructions and to perform other job-related duties as assigned, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

I READ AND UNDERSTAND this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date