

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

LOCATOR INDEX: 3100

Title:	Bus Mechanic
Reports To:	Transportation Supervisor/Assistant Supervisor
Position Status :	12 month contract
FLSA Status:	Classified
Job Description:	<ol style="list-style-type: none"> 1. To repair and perform preventative maintenance on Mayfield School District vehicles in an expedient, safe, efficient and economical manner.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. ASE (Automotive Service Excellence) in at least two areas. 3. Two years experience in heavy diesel engine and gas engine repair. 4. Ability to keep all buses and motor vehicles, both diesel and gasoline, in safe operating condition. 5. Possess or be able to obtain all necessary licenses to drive all vehicles on which the mechanic must work. 6. Ability to read and understand repair manuals and installation or wiring diagrams. 7. Ability to analyze a system, understand how it works and diagnose what is wrong with the engine. 8. Ability to organize and maintain an accurate inventory of all parts and supplies. (Computer skills preferred). 9. A negative pre-employment drug test. 10. All other requirements as specified by state or federal law of Ohio Administrative or Revised Code. 11. Proficiency in email/internet usage for district communication and completion of on-line training programs. 12. Provide personal tools as necessary. <p>(Good health, high moral character, and good attendance record.)</p>
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Ability to operate tools and equipment needed in all repairs of school district vehicles including but not limited to basic tools, drills, presses, grinders, reamers and brake relining machines, welder, etc. 2. Ability to routinely lift/carry vehicle parts, equipment and supplies weighing up to 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 lbs. 3. Ability to wear appropriate safety equipment, including mask, respirator, safety glasses and/or goggles, ear protectors, protective hat, gloves, coveralls, etc. as required. 4. Ability to follow safety rules and regulations. 5. Sufficient ability to hear the conversational voice with or without hearing aid. 6. Ability to hear both high and low sounds within normal limits related to engine diagnosis. 7. Ability of see small detail with corrective lenses related to repairs and manuals. 8. Sufficient ability to speak and be understood under normal circumstances. 9. Suited for situations that require the ability to interact well with other people, but

	also the ability to work alone and unsupervised.
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Performance Responsibilities:(Essential Functions)

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| <ol style="list-style-type: none">1. Inspects and repairs buses, trucks and other mechanical equipment used in the Mayfield City School District.2. Obtains work assignments to repair and service all school district vehicles from repair requests submitted from district drivers or supervisors.3. Diagnose mechanical problems and makes repairs such as but not limited to: engine systems, drive train, air/hydraulic brake repair including turning rotors, rebuilding calibers, discs and drums. Repair or replacement of but not limited to fuel injectors, fuel pumps, cooling systems, electrical systems, hydraulic systems, charging systems, starting systems, tire and wheel systems, etc.4. Performs all necessary repairs and maintenance to prepare the fleet for the annual Ohio Highway Patrol School Bus Inspections.5. Maintains an accurate and secure inventory of parts and supplies.6. Advises the Transportation Supervisor when major repairs are required.7. Maintains a schedule of preventative bus maintenance such changing oil, changing filters, lubrications, or any other items that need replacing or performed at regular intervals.8. Orders parts and supplies in a timely and cost effective manner.9. Prepares reports and repair orders as required or assigned in a timely manner.10. Maintains accurate record of all repairs and maintenance.11. Keeps all areas of the garage clean and maintains all tools and equipment shelved, racked or stored as appropriate when not in use.12. Notifies in a timely basis the Transportation Supervisor or Assistant Transportation Supervisor when a bus is taken out of service for repairs.13. Make emergency road calls to repair vehicles or arrange for vehicles to be towed.14. Plows snow and spreads snow melting materials as needed during the winter months. Includes evening and weekends when needed.15. On call for emergency breakdown of district vehicles on evenings and weekends. |
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16. May need to act as a substitute bus driver if needed due to regular driver absenteeism. (see bus driver bus description for detail). Must obtain a Commercial Driver's License with all required endorsements to operate a school bus in the State of Ohio within 6 months of employment.

17. Performs other activities as assigned by the Assistant or Transportation Supervisor.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Performs other activities as assigned by the Assistant or Transportation Supervisor.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.