

### Bus Mechanic

#### Purpose Statement

The job of Bus Mechanic is done for the purpose/s of ensuring the availability of vehicles in safe operating condition includes determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

This job reports to Transportation Shop Manager

#### Essential Functions

- Adjusts parts, components, systems (e.g. computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Attends safety meetings and other in service meetings for the purpose of making sure the job is done in a safe manner.
- Checks fluid levels, tire pressure and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.) for the purpose of identifying possible leaks and needed repairs, adjustments or replacements to maintain vehicles in good working order.
- Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects school buses and other district vehicles for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and requirements.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs road tests on all vehicles/school buses for the purpose of ensuring that vehicles are in safe operating order.
- Prepares documentation (e.g. records of repairs, maintenance logs, costs, vehicle warranties, etc.) for the purpose of conveying required information and meeting federal and state requirements.
- Repairs vehicle systems/components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces all defective vehicle parts/systems (e.g. brakes, fuel pumps, fuel lines, gauges, electrical wiring, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field and/or determining if vehicle needs to be towed.
- Trains less experienced mechanic as may be required for the purpose of providing information on the proper operation of equipment and ensuring repairs are performed safety and within specifications.

#### Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Assists other mechanics and/or assistant mechanics as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Performs functions of a school bus driver as maybe required for the purpose of ensuring coverage of routes and providing snow day and weekend support as necessary.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in Transportation department; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; setting priorities; meeting deadlines and schedules; working with detailed information/data; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Federal DOT Physical  
Pre-Employment Drug Screen  
Random Drug/Alcohol Screening

**Certificates and Licenses**

CDL Type B Driver's License w/PS endorsement  
CPR/First Aid Certificate (by assignment)  
Evidence of Insurability  
ASE Truck/School Bus Brake Certification

**Continuing Educ. / Training**

Six hours annual training required by WY DOT  
Maintain evidence of insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**