



Littleton Elementary School District Position Description

TITLE: Bus Mechanic

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform preventive maintenance and routine services on District vehicles and to perform minor mechanical adjustments and repairs as directed.

PRINCIPAL DUTIES: (essential functions)

- Lubricates vehicles, trucks and other equipment; changes and repairs tires; inspects, adjusts and replaces belts and hoses; replaces basic mechanical and electrical components.
- Fills vehicle and truck fuel tanks; checks and fills fluid levels of vehicles, trucks and equipment.
- Performs preventive maintenance inspections of vehicles, trucks and equipment and makes minor repairs and adjustments as assigned.
- Performs minor mechanical repairs within scope of experience; notifies supervisors of repair problems beyond the scope of authority.
- Performs routine shop facility maintenance; cleans work areas and picks up debris; disposes of lubricants and chemicals used in equipment servicing and maintenance in accordance with all safety regulations and procedures.
- Maintains records and logs of services performed and general equipment information; maintains written records of fuel, oil and lubricants dispensed.
- Assists in maintenance of supplies and parts inventory.
- Utilizes proper safety precautions in all work performed.
- May perform the duties of Bus Driver as needed.
- Recognizes and reports unsafe conditions.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of the safety practices of a shop environment.

Knowledge of the procedures for the proper handling and disposal of fluids and chemicals.

Knowledge of maintenance and repair procedures for equipment and vehicles.

Skill in performing basic diagnostic tests on vehicles and equipment.

Skill in maintaining accurate service records.

Skill in following and maintaining safety standards.

Skill in the use of power and hand tools.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Moderate physical demands; work is performed in vehicle repair and maintenance facilities, with exposure to hazardous chemicals and equipment; requires constant physical efforts, and ability to lift and move items weighing up to fifty (50) pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND two (2) year's work experience in vehicle maintenance; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Commercial Driver's License. This is a safety sensitive position subject to drug and alcohol testing according to District policy.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____