



## Littleton Elementary School District Position Description

**TITLE:** Bus Mechanic, Senior

**CLASSIFICATION:** Non-Exempt

**GENERAL STATEMENT OF RESPONSIBILITIES:** To perform preventive maintenance and repair services on District vehicles and to oversee the work of assigned staff.

**PRINCIPAL DUTIES: (essential functions)**

- Inspects and diagnoses mechanical, hydraulic and electrical problems on diesel and gasoline vehicles; determines extent of necessary repairs, and prioritizes work; uses technical manuals and computer equipment to diagnose and correct vehicle problems and faults.
- Performs vehicle repairs, including repairing mechanical, hydraulic and electrical systems, transmissions, engines and components; performs minor body repairs.
- Performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures.
- Performs preventive maintenance inspections of vehicles, and performs mechanical repairs within scope of experience; notifies supervisor of repair problems beyond the scope of authority.
- Orders parts as needed; maintains supplies and parts inventory.
- Maintains records and logs of services performed, time and material costs, and general vehicle information.
- Supervises and assigns work to staff; trains and instructs employees in repair and maintenance procedures and safety standards.
- Assures that staff adheres to policies and procedures for efficient operations; assures compliance with safety and service standards.
- Oversees shop facility maintenance; cleans work areas and picks up debris; assures that lubricants and chemicals used in equipment servicing and maintenance are disposed of in accordance with all safety regulations and procedures.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Recognizes and reports unsafe conditions.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.  
Knowledge of principles and methods used in a preventive maintenance program.  
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 diesel and gasoline vehicles.  
Knowledge of Federal and state safety rules and regulations.  
Knowledge of occupational hazards and safety precautions.

Skill in safe and effective repair and maintenance of vehicles according to District standards.  
Skill in effectively diagnosing repair problems on vehicles and components.  
Skill in performing computerized diagnostic tests on vehicle components.  
Skill in safe use of chemicals, lubricants and cleaning compounds.  
Skill in effectively organizing, training and overseeing the work of staff.  
Skill in prioritizing multiple tasks, projects and demands.  
Skill in maintaining accurate vehicle service records.  
Skill in following and maintaining safety standards.  
Skill in the use of power and hand tools.  
Skill in communicating effectively in verbal and written forms.  
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 four (4) 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 and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_