

# Cochrane-Fountain School District – Job Description

## Title: Vehicle Mechanic

### Summary

The Bus Mechanic provides maintenance services for the District's school buses, support vehicles, and various maintenance and grounds equipment to assure their safe, effective, and efficient operation with no interruptions to the educational and support programs.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, 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.

### Bus/Vehicle Fleet Maintenance

- Develop and sustain a schedule to ensure the mechanical maintenance of the bus/vehicle fleet and maintenance/grounds equipment.
- Provide mechanical services for unexpected repairs of the bus/vehicle fleet and maintenance/grounds equipment.
- Maintain accurate and comprehensive records regarding the maintenance of the bus/vehicle fleet and maintenance/grounds equipment.
- Purchase, process and maintain an inventory of all materials, supplies and equipment related to the maintenance of the bus/vehicle fleet and maintenance/grounds equipment.
- Ensure that all safety requirements for the bus/vehicle fleet and maintenance/grounds equipment are met.
- Conduct inspections of the bus/vehicle fleet and communicate needs to the superintendent.
- Develop and sustain a schedule to ensure cleanliness of the bus/vehicle fleet and maintenance/grounds equipment.

### Other Maintenance Responsibilities

- Develop and sustain a schedule to ensure the organization and physical cleanliness of the bus garage.
- Assist as needed with general maintenance of district facilities to include snow removal, equipment repair, or other duties as assigned.

### Fiscal Responsibilities

- Prepare and facilitate vehicle replacement recommendations.
- Prepare annual estimates for equipment and supplies needed for maintenance of the bus/vehicle fleet.

### Professional Responsibilities

- Maintain certifications required to perform duties for this position.
- Maintain Commercial Driver's License (CDL) with school bus and passenger endorsements.
- Seek professional development opportunities to sustain up-to-date knowledge regarding transportation trends, equipment, and skills related to the maintenance of the bus/vehicle fleet.
- Attend administrative meetings and Board meetings as requested.
- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.

- Perform other duties as assigned by Transportation Supervisor or Administration.

### **Qualifications for Employment**

#### Required

- High School Diploma or GED
- Technical school training or experience in industrial mechanics
- Knowledge of diesel engines, brakes, and transmissions
- Possess or willing to obtain a commercial drivers license (CDL) with school bus and passenger endorsements
- Good driving record
- Must NOT have a criminal or traffic violation record involving matters substantially related to bus driving duties
- Knowledge of local, state, and federal safety procedures
- Organization and time management skills
- Interpersonal skills

#### Preferred

- Associates Degree in diesel mechanics or a related field
- Experience working on buses

### **Terms of Employment**

Employment is full-time, 12 months. Salary, benefits, and other compensation options to be recommended by the Superintendent and approved by the School Board.

### **Evaluation:**

Annual evaluation to be completed by the Superintendent.

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**