

Assistant Mechanic Job Description

Purpose: The Assistant Mechanic assists with maintaining district automotive equipment as to order to prevent problems and interruptions of district educational programs. To perform these duties, the Assistant Mechanic must work closely with the Head Mechanic staff and administration of the district.

Responsible to: Head Mechanic and Transportation Supervisor

Salary: Salary and benefits as established by the Board of Education

Qualifications:

1. High school diploma or equivalent preferred.
2. Five years of experience in the mechanical field, preferably in bus/diesel mechanics.
3. Valid Kansas commercial drivers' license (CDL) with required endorsements.
4. Must meet all state requirements for bus drivers, including: physical exam, behind the wheel training, defensive driving, CPR, and first aid certification.
5. Health and Inoculation Certificate on file in the Administrative Service Center (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Maintain USD 202 automotive equipment as prevent problems and interruptions of district educational programs.
- b. Abide by all traffic laws and state school transportation regulations and guidelines.
- c. Communicate effectively with all members of the school district and community to solve transportation-related problems.
- d. Operate computer, technology, software programs, phone, and dispatch radio systems.
- e. React to change productively and handle other tasks as assigned.
- f. Work independently and without supervision, and complete work in an efficient manner.
- g. Appropriately operate all vehicles and equipment as required.
- h. Support the philosophy and mission of USD 202.
- i. Comply with policies, rules, and regulations at the federal, state, and district levels.

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Ability to manually lift a maximum of 60 pounds.

- d. Stoop, kneel, crawl, bend, turn, reach, climb and balance.
- e. Requires specific driving skills, including the ability to operate a vehicle at night and in inclement weather.
- f. Occasionally travel long distances and overnight travel.
- g. Requires agility necessary to quickly and safely exit the driver's seat and rear emergency door.
- h. Must be able to work indoors and outdoors year-round.
- i. Must be able to work in noisy, crowded, stressful environments.
- j. Must be able to work in and around dust, fumes, and odors.
- k. Must be able to handle physical and emotional stress.
- l. Requires regular attendance and/or physical presence at the job.

3. General Responsibilities:

- a. Assist in the overall operation of the district garage.
- b. Assist with diagnosing, assigning, and repairing of district automotive equipment.
- c. Support and assist in maintaining an efficient and effective system of routine maintenance of all district vehicles and equipment.
- d. Understand and follow the system for the receipt and issuance of parts and supplies and keep records and inventories.
- e. Manage and troubleshoot work tickets and reports in a timely manner.
- f. Assist in washing and servicing district school buses and vehicles including oil changes, grease jobs, and repairing seats.
- g. Promote high standards of safety and organizational methods in all work-connected areas.
- h. Respond to maintenance requests in an organized, cooperative, courteous, and timely manner.
- i. Respond to information requests in a cooperative, courteous, and timely manner.
- j. Report all accidents and file required accident reports with the transportation supervisor.
- k. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- l. Keep records and student, family, employee information confidential.
- m. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
- n. Other duties as assigned by the Transportation Supervisor or administrative staff which are consistent with the general requirements and essential functions for the position.

Term of Employment: Academic year as calendared.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved:
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