

Transportation Mechanic / Parts Manager

Purpose Statement

The job of Transportation Mechanic / Parts Manager 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; providing written documentation of repairs to meet district, state and federal requirements; and ordering and maintaining parts for district vehicles.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Foreman

Essential Functions

- Assists other mechanics for the purpose of providing support and/or helping to accomplish their specific job duties.
- Maintains computer inventory of bus and vehicle parts for the purpose of ensuring the availability of parts when they are needed to keep bus and district vehicles running in a safe condition.
- Maintains a variety of maintenance records (e.g. maintenance reports, work orders, etc.) for the purpose of documenting maintenance performed and ensuring maintenance is performed according to schedule.
- 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.
- Orients bus drivers for the purpose of informing them of how mechanical and other systems work on the bus and making them aware of items to observe as they drive the vehicles.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Prices parts out on work orders for the purpose of ensuring parts and repair charges are charged out to the correct department.
- Purchases bus and vehicle parts (e.g. filters, belts, hoses, brakes, tires, etc.) for the purpose of ensuring parts needed to repair vehicles are on hand.
- Repairs handicap wheel chair lifts for the purpose of ensuring lifts are maintained in a safe working condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field or pulling the stuck vehicle out.
- Tests defective equipment (e.g. handheld computers, motor analyzers, pressure gauges, etc.) for the purpose of diagnosing malfunctions using test instruments.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in mechanic field; planning and managing projects; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. 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 frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team ; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Alcohol and Drug Test

Certificates

Bus Driver's Certificate

CDL license

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

