

## **Transportation Mechanic**

### **Purpose Statement**

The job of Transportation Mechanic 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 and providing written documentation of repairs to meet district, state and federal requirements.

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

This job reports to the Transportation Foreman

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### **Essential Functions**

- Adjusts equipment (e.g. brakes, exhaust, wheels, tires, etc.) for the purpose of ensuring equipment conforms to factory specifications and UDOT specifications.
- Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, exterior condition, monthly under chassis inspection, etc.) for the purpose of ensuring that the vehicle is in a safe operating 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.
- Overhauls engines and systems (e.g. engines, electrical systems, fuel injection systems, etc.) for the purpose of ensuring the availability of safe buses and equipment to meet District transportation needs.
- Performs routine maintenance (e.g. changing oil, checking batteries, lubricating, welding, etc.) for the purpose of ensuring vehicles are in a safe working order.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Repairs vehicle systems/components, etc. (e.g. engines, brakes, steering, exhaust, glass, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces defective vehicle parts/systems (e.g. heating, electrical, tires, pumps, glass, etc.) for the purpose of ensuring the availability of vehicles in a safe operating 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.

- Substitutes as bus driver when needed for the purpose of meeting student transportation needs.
- 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; collate 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 5% sitting, 20% walking, and 75% 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

Certificates

Bus Driver's Certificate

CDL license

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_