

# **Rapid City Area School District 51-4**

## **JOB DESCRIPTION**

### **I. POSITION TITLE:**

Mechanic

### **II. QUALIFICATIONS/REQUIREMENTS:**

- A. Education Level: High School Diploma or equivalent preferred.
- B. Experience Desired: Minimum of five (5) years experience as a mechanic. Automotive Service Excellence (ASE) Certification preferred.
- C. Other Requirements: Regular attendance is essential. Ability to operate all equipment and tools assigned to the Student Transportation Center. Ability to operate computer diagnostic equipment. Working knowledge of materials and supplies. Ability to work unsupervised. Excellent driving record with the ability to obtain and maintain a Valid South Dakota Commercial Drivers License with required endorsements to operate district equipment as assigned. Ability to communicate and follow written and oral communication. Ability to weld both arc and acetylene. Demonstrate basic computer skills. Demonstrate efficient work habits. Demonstrate safe work habits.
- D. Physical Requirements: Good physical health including ability to lift, push, pull, drag, lower, carry a minimum of 50 pounds, climb to high places.
- E. Working Conditions: Often subjected to extremes of cold below 32 degrees and heat above 100 degrees. Occasionally subjected to extreme noise, vibrations, mechanical and electrical hazards, fumes, odors, mists, gases, dust and poor ventilation.

### **III. REPORTS TO:**

- A. Coordinator of Student Transportation, Warehouse, and Maintenance Services
- B. Lead Mechanic

### **IV. RECEIVES GUIDANCE FROM:**

Director of Support Services

### **V. SUPERVISES:**

None

**VI. BASIC FUNCTION/PURPOSE OF POSITION:**

Maintains district owned vehicles in good running order. Responsible for general service and maintenance of all buses and other school owned vehicles. Provide safe, efficient transportation for students when requested to serve in the capacity of school bus driver.

**VII. ESSENTIAL FUNCTIONS AND DUTIES:**

- A. Service and maintain gasoline and diesel powered buses, automobiles, trucks, and other automotive equipment.
- B. Diagnoses mechanical defects and carries out a preventative maintenance program.
- C. Service and makes repairs on equipment such as major and minor repairs of brakes, air compressors, fuel systems, ignitions, valves, etc.
- D. Establish preventative maintenance schedules for all vehicles and complete required tasks.
- E. Maintain an inventory of replacement parts and fluids.
- F. Diagnoses and evaluates welding needs both arc and gas.
- G. Serve as a substitute bus driver.
- H. Assists with snow removal.
- I. Conduct safety inspection on school buses as required.
- J. Maintain confidentiality regarding school/workplace matters.
- K. Responsible for energy conservation practices throughout the district.
- L. Monitor and comply with federal, state and district policies and procedures.
- M. Performs other duties as assigned.

**VIII. EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the board of education's policy on evaluation for support staff.

**IX. TERMS OF EMPLOYMENT:**

Twelve (12) month work year. Salary and work year as established by the board of education.

The above description is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.