

POSITION DESCRIPTION

Valley Center USD 262

Position Title:	Assistant Mechanic
Department/Location:	Transportation
Position Qualification:	Classified – 12 month
Reports To:	Director of Transportation
Terms of Employment:	At-Will
FLSA Status:	Non-Exempt
Annual Evaluation By:	Director of Transportation
Approved By:	BOE
Revised:	May 2019

GENERAL

Under the supervision of mechanic, this employee performs routine servicing of district fleet and mechanical equipment; performs minor and moderately complex mechanical work and assists the mechanic with maintenance and repair work on school buses and other automotive equipment.

DESIRED SOFT SKILLS

- Safety awareness-demonstrates knowledge of issues related to equipment and work safety and takes steps to prevent injury to self and others.
- Troubleshooting-gathers information to accurately identify the causes to problems.
- Technical and professional skills-demonstrate knowledge and use of skills necessary for specialized job-related tasks and stays current with changes as they happen.
- Attention to details-shows concern for all aspects of a job and ensures accuracy and a high degree of completion.
- Independence-is comfortable making necessary decisions without the influence of others.

QUALIFICATIONS

- High school diploma or equivalent.
- Valid Kansas CDL license with required endorsements.
- Complete KDOT physical examination.
- Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
- Must meet all job standards in a time sensitive manner as determined by supervisor.
- Meet all state requirements for bus drivers, including defensive driving, CPR, and first aid certification.
- Must demonstrate ability to respond quickly to emergencies.
- Must be knowledgeable in special needs equipment installation, removal and repair.
- Ability to effectively use Microsoft Office software; including the use of district email.
- Ability to use google drive and google tools.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to effectively utilize computer resources in retrieving repair instructions and/or to obtain parts needed.
- Must meet all district safety requirements.
- Must have reliable personal transportation.
- Ability to work in a fast-paced environment and maintain confidentiality at all times.
- Must support district mission, goals and objectives.

ESSENTIAL FUNCTIONS

- Perform basic mechanical repairs which include, but not limited to: oil changes, seat repair, fluid changes, window repair, minor electrical repairs and filter changes.
- Checks fan belts, wiper blades, and other safety equipment; checks radiators and batteries, checks water and antifreeze levels; checks air in tires and adjusts pressure; repairs flat tires and changes tires as necessary.
- Uses a variety of testing equipment to determine malfunctions and the need for repair.
- Must be prepared to wash and clean buses as needed.
- Assist drivers in the mornings/afternoons before scheduled bus routes to perform minor inspections or repairs.
- Assist mechanic in developing guidelines for uniform procedures in fueling buses, including prevention of spills.
- Substitute drive as needed.
- Must be familiar with and able to operate all district fleet vehicles.
- Other duties as assigned.
- Regular attendance is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and/or stand for extended periods of time. While performing the duties of this position, the employee is regularly required to sit, walk, stand, talk and hear. Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 100+ lbs., stooping, bending and reaching may be required. May need to access remote areas of vehicles: climbs, crawls beneath vehicles and other limited areas as necessary. Specific vision abilities required by this job include close vision and distance vision. Some extended hours and multiple demands from several people are frequently required by the employee.

WORK ENVIRONMENT

Employee must work in and around dust, fumes and odors, toxic chemicals, gasoline and diesel fuel; noisy and crowded environments, and work indoors and outdoors year-round in a variety of temperatures. This position requires excellent driving skills, including the ability to operate vehicle at night. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL DUTIES

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

ACKNOWLEDGEMENT

I have read and understand the position description. After reviewing, I agree to perform all the functions and skills mentioned to the best of my ability and agree that I am able to perform the above-mentioned qualifications and physical demands without reasonable accommodations. If reasonable accommodations are needed, I will provide that information at the bottom of this position description.

Signed Name

Date

Printed Name

Reasonable accommodations needed to perform the essential functions of the above-mentioned position: