



Position Title: **Mechanic III**  
Department: Transportation  
Reports To: Transportation Supervisor

**SUMMARY:** Responsible for and manages the care and upkeep of district vehicles as a trained and certified specialist. The mechanic III position works under the direction of the transportation supervisor and in close association with drivers, other mechanics, transportation supervisor and secretary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Executes daily projects as outlined by supervisor for care and maintenance of vehicle fleet
2. Communicates and coordinates daily with other mechanics to discuss needs and priorities
3. May be asked to make decisions in supervisor's absence
4. Inspects, reports, records, and repairs safety related problems that occur on vehicles, including but not limited to routine maintenance and annual inspections
5. Responsible for major and minor repairs on district vehicles, including maintenance and grounds vehicles
6. Delegates assignments to the Mechanic I and Mechanic II positions and inspects work performed
7. Conducts inspections of district equipment to determine safety status or to identify potential cause of equipment malfunction
8. Responsible for keeping an adequate and current inventory of parts and accessories for fleet operation
9. Responsible for troubleshooting and assessing necessary repairs for major equipment mechanical failures
10. Responsible for procurement of major mechanical repairs
11. May be called to drive bus routes in the absence of drivers
12. Cleans and maintains a safe work environment
13. Provides privately owned tools and chest at work site for mechanic work
14. Operates district repair and diagnostic equipment
15. Performs routine vehicle service as outlined by vehicle manufacturers
16. Operates and records fuel delivery system
17. Has primary responsibility for maintaining integrity and security of parked district vehicles in bus yard
18. Procures fuel purchases
19. Corresponds with district staff and stakeholders via email
20. May be asked to translate, if applicable
21. Manages fuel inventory report
22. Manages quarterly bulk fuel report

23. Replace monthly milage and pre-trip forms in vehicles not assigned to routes
24. Perform monthly inspections on fire extinguishers
25. Schedules and documents all annual inspections
26. Maintains and records vehicle repair records electronically and physical files
27. Maintain regular on-time attendance
28. Performs other tasks and operations as assigned

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** Ability to resource and effectively utilize problem solving techniques. Knowledge of ODE transportation regulations and their appropriate applications to buses. Ability to read, write and analyze technical documents, and manuals. Ability to operate computer generated diagnostic systems. Ability to cooperate and communicate effectively with staff issues involving bus maintenance and repair. Ability to use hand and power tools and equipment to service and repair buses and other vehicles. Ability to assess and order correct parts for vehicle maintenance. Current ODE Annual Inspections Certificate or ability to obtain within six months of hire. Working knowledge of writing schematics.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required and minimum ten years experience in mechanical repair OR Tech Education Certificate and minimum eight years experience in mechanical repair. Must not have excessive points on driving record and be able to pass an ODE physical including drug test and background check. Hold a valid driver's license for a minimum of two years and First Aid card or proof of training. Must be 18 years of age. Upon employment, must take fifteen hours behind the wheel training from a qualified bus driver training instructor within six months of application. Reads and speaks the English language sufficiently to converse with the general public; understands highway signs and signals in the English language; responds to official inquiries and makes entries on reports and records.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be able to obtain a Commercial Driver's License (CDL) Class A or B CDL with school bus and passenger endorsements. Must pass State Skill Test and State Written Test. Has completed the Core course for school bus drivers within the last four years; possesses a valid first aid card which verifies that the applicant has completed at least the Red Cross Multimedia course. A valid first aid card shall be maintained at all times.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to speak effectively with other employees and/or students. Ability to present information in one-on-one and small group situations to

customers, clients, other employees, and/or students. Ability to speak and present effectively before vendors or administrative staff. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators and Board of Education.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to add and subtract two digit numbers and to divide with 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurements, volume and distance. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Ability to operate office machines and computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to handle a variety of duties all at once.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently repeats the same hand, arm or finger motion many times. The employee frequently uses hand strength to grasp tools. And is continuously driving on the job. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision. Mechanics operating school buses may be required to demonstrate ability to: open and close a manually operated bus entrance and exit control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17-1/2 inches; operate two hand controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90

pounds; depress a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. Visual acuity of at least 20/40 (Snellen) in each eye either with or without corrective lenses and a binocular acuity of at least 20/40 (Snellen) in both eyes either with or without corrective lenses. Perceives a forced whispered voice in the better ear not less than five feet with or without the use of a hearing aid, or if tested by the use of an audiometric device. No hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard Z24.5-1951. Drivers requiring a hearing aid shall wear a properly operating hearing aid at all times while driving and supervising students.

In addition to the listed physical requirement above, all drivers must meet physical examination requirements as outlined in the current Oregon Pupil Transportation Manual.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard. The employee has a greater than average risk of getting a minor injury such as cut or burn while performing the duties of this job.

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 by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

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Signature

\_\_\_\_\_  
Date