

SENIOR MECHANIC

Purpose Statement

The job of Senior Mechanic was established for the purpose/s of ensuring the availability of district vehicles in safe operating condition includes determining needed repairs and/or replacements; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

This job reports to Supervisor - Equipment Maintenance

Essential Functions

- Cleans buses for the purpose of maintaining safe and sanitary conditions and/or ensuring equipment is in proper working order.
- Coordinates all vehicle maintenance and inspections for the purpose of ensuring transportation compliance with district, state, and federal requirements.
- Inspects school buses and signs forms for the purpose of ensuring compliance with state requirements provided by law.
- Inspects, diagnoses, overhauls, adjusts, and repairs gas and diesel-powered buses, trucks, automobiles, and other District vehicles for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and ensuring vehicles are in safe working condition.
- Installs electric equipment (e.g. video cameras, etc.) for the purpose of ensuring proper operation of services and systems.
- Leads and trains non-journey mechanics or service personnel for the purpose of providing orientation for new employees, developing professional skills, and safety awareness.
- Maintains a variety of records (e.g. vehicle identification, mileage, inspection reports, maintenance reports, repair reports, etc.) for the purpose of documenting activities, providing reliable information, and complying with District, state, and federal requirements.
- Maintains equipment and shop area for the purpose of ensuring the availability of items as needed.
- Maintains inventory of parts and supplies for the purpose of ensuring the availability of items as needed.
- Orders parts, supplies and materials for the purpose of maintaining availability of items required for vehicle maintenance.
- Performs electrical work, painting, acetylene and arc welding on District vehicles, as needed, for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs minor body and interior work (e.g. floor coverings, upholstery, fenders, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs preventative maintenance on buses, trucks, and automobiles (e.g. bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators, front/rear suspension systems, etc.) for the purpose of ensuring availability and safety of required items.
- Prepares written materials (e.g. records of repairs, maintenance logs, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Tests vehicles after being repaired for the purpose of ensuring that vehicles are in safe operating condition.

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 single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating tools/equipment used in maintenance of vehicles (e.g. diagnostic equipment, jacks, machinery etc.); preparing and maintaining accurate records; and operating standard office equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, and procedures used in the inspection, maintenance, overhaul, repair, and adjustment of gas and diesel powered equipment; operating and repairing of a variety of automotive and school bus diagnostic and repair equipment and tools; procedures of preventive maintenance related to automotive and school bus vehicles; laws, rules and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; recycling and disposing of hazardous waste; and safe driving principles and practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; 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 requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicate clearly both orally and in writing; follow oral and written instructions; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of 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; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

- DOT Testing
- DOT Physical Exam

Certificates & Licenses

- ASE Certification desired
- Class A CDL with Bus Endorsement, S & P Endorsements, and Air Brake Endorsement

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

4/1/2011

Salary Grade

Classified 65

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____