**Mechanic Helper**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Transportation **Classification:** Auxiliary

**Dept/Campus:** Transportation **Paygrade:** A-2

**Wage/Hr Status:** Nonexempt **Revised:** January 2015

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Assist in assigned department with a variety of duties to include general cleaning of facilities, equipment, and vehicles, moving of equipment and school buses, assisting with general maintenance of all vehicles, substitute bus driving, trip driving, and other general duties as assigned.

**QUALIFICATIONS:**

**Education/Certification:**

Class B – CDL with airbrake, passenger, and S endorsement

Ability to pass physical, drug, and alcohol tests

Must pass criminal history check

Must have acceptable driving record

Must obtain and maintain bus driver certification

Must be 21 years of age or older

**Special Knowledge/Skills:**

General Working knowledge of vehicle maintenance and repair

Ability to read and understand written instructions

Ability to communicate effectively

Ability to operate all district vehicles

Ability and willingness to follow district policy

Ability to maintain student discipline on the bus

**Experience:**

Experience in service and repair of commercial vehicles

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Service all district vehicles (suburbans, trucks, and buses) including fueling, washing, fluid check, and tire check.
2. Ability to perform light mechanical work including oil changes, brake jobs, tire changing and repair, and tune-ups.
3. Assist in maintaining a clean and orderly shop area and fuel island; including sweeping and taking out garbage.
4. Ability to move and deliver buses and other district vehicles.
5. Clean buses to include glass, lights, mirrors, exterior and interior as necessary.
6. Perform minor building and equipment repairs and report major repair needs to supervisor.
7. Transport workers and equipment to work sites throughout the district.
8. Operate tools and equipment according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Help keep vehicles, equipment, and tools in a safe operating condition.
12. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

**EQUIPMENT USED:**

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks and lift equipment, school bus and district vehicles.

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; frequently lifts, carries or otherwise positions/repositions heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces; variable working hours, on call 24hrs.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline and diesel fuel; slippery or uneven surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date