

TRANSPORTATION SENIOR MECHANIC

Purpose Statement

The job of Transportation Senior Mechanic was established for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics; and ensuring that tools and materials are available at job site.

This job reports to Shop Foreman

Essential Functions

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses vehicle malfunctions (e.g. using computers, analyzers, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Installs vehicle components, parts and accessories (e.g. glass, cameras, brakes, starters, engines, etc.) for the purpose of ensuring vehicles can operate in a safe manner.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools, equipment and safety within the workspace.
- Performs minor bodywork (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road check during inclement weather for the purpose of ensuring it is safe to operate buses on the roadways.
- Performs routine vehicle maintenance program (e.g. oil change, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, anti-lock brakes, exhaust system, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field and drive tow truck to haul busses in when repairs cannot be accomplished in the field.
- Welds parts and components for the purpose of ensuring items are repaired or new parts are made.

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 periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: current and emerging industry issues; adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; 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 frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some 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; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

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

Equivalency None Specified

Requirement

Alcohol and Drug Test
This is a non-certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

CDL with S endorsement

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade