

**JOB TITLE:** Transportation Mechanic

**REPORTS TO:** Transportation Director

**JOB SUMMARY:** Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the transportation department. This includes personnel, equipment, and facilities. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the division boundaries on a special scheduling basis. To assist in the maintenance and repair of System vehicles so they provide reliable service in support of System objectives.

**QUALIFICATIONS:**

**Educational Level:**

- High School diploma
- Minimum of five (5) years successful experience as auto service worker
- **Certificate/License Required:**
  - Valid Georgia Commercial Driver's License (CDL) with passenger endorsement (may obtain within one (1) year).
  - School Bus, and Paint and Body Work preferred.
  - Meet school bus driver certification requirements (may obtain within 1 year).

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of all vehicle repair equipment and how to use it safely. Knowledge and experience in diagnosis and repair of air and hydraulic brake systems. General knowledge of automatic transmission and service procedures. Ability to follow oral and written instructions. Ability to prepare and maintain inventory records and daily work records. Ability to communicate verbally and in writing. Thorough knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Ability to diagnose and repair mechanical problems on transportation department and other system vehicles.

**PRIMARY JOB RESPONSIBILITIES:**

1. Checks school bus specifications to meet the need of the division and fully comply with state and federal regulations.

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2. Recommends procurement of additional or replacement buses and disposal of old or uneconomical units.
3. Insures compliance with the codes and pertinent policies regarding training, licensing, registration, and operational permits.
4. Provides information about the fleet leading to the purchase of new vehicles and declaring vehicles surplus.
5. Provides for safety at all bus stops.
6. Provides general maintenance program with specific attention to safety inspections.
7. Establishes and maintains good public relations.
8. Evaluates all elements of transportation program on continuing basis;
9. Evaluates safety of road conditions during inclement weather and provides timely information to superintendent.
10. Complies with and supports school regulations and policies;
11. Attends in-service training to improve skills, attitudes, and knowledge of school related transportation and pupil control.
12. Tests, adjusts, and repairs ignition systems.
13. Analyzes and repairs fuel systems.
14. Tests, analyzes and services the emission control system.
15. Conducts diagnosis and repair of cooling system.
16. Tests and repairs the vehicle exhaust system.
17. Tests tire for safety and balances tire with tire balancing machine.
18. Identifies all different sizes and classifications of wheels.
19. Tests battery voltage in conjunction with amperage draw.
20. Services and cleans battery.
21. Repairs wiring or wiring harness.
22. Inspects and repairs front-end suspension systems.
23. Inspects and repairs steering systems.
24. Performs drive line/differential repair and replacement.
25. Conducts engine mechanical diagnoses.
26. Inspects and conducts maintenance on engine.
27. Repairs cylinder head and valve train.
28. Applies electrical safety rules and procedures.
29. Applies fire safety rules and procedures.
30. Applies personal safety rules and procedures.
31. Applies shop safety rules and procedures.
32. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

MEDIUM WORK: Exerting 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary shall be paid consistent on the System's approved salary schedule. Length of work year and hours of employment shall be established by the system.

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**EVALUATION:**

Performance of this job will be evaluated by the Superintendent/Transportation Director.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date