

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Mechanic Helper/Bus Helper

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 months, 40 hours per week

JOB GOAL: Under general supervision, assist mechanics in the service, maintenance and repair of various types of vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Assist mechanics in a variety of duties to service, maintain and repair vehicles and equipment.
2. Wash buses and other vehicles.
3. Drive a school bus route when needed.
4. Maintain shop and yard areas in a clean and uncluttered manner.
5. Mount/dismount and repair tires.
6. Conform to safety standards as prescribed, work in a safe, efficient and effective manner.
7. Operate various shop, maintenance, repair, and service equipment.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of general vehicle service, maintenance and repair terms.
2. Knowledge of basic vehicle service, maintenance and repair shop tools and equipment.
3. Ability to learn school district operations in relation to assigned work areas.
4. Ability to communicate clearly and concisely with others.
5. Ability to use a two-way radio in a clean and understandable manner.
6. Ability to understand and follow verbal instructions.
7. Ability to read and understand vehicle repair orders.
8. Ability to write and complete vehicle repair orders.
9. Ability to retain and recall details.
10. Ability to plan and organize work assignments to meet scheduled needs.
11. Ability and willingness to get a "P" and "S" Endorsement on CDL within 90 days of employment.
12. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
13. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
14. Recognizes and reports hazards, and conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
16. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Satisfactory driving record, must provide three (3) years driving history

Licenses and Certifications:

1. Valid Nevada Commercial Driver License with a class "A" or "B" Endorsement

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium-exert force to 50 lbs. occasionally; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical office, classroom, shop, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

Vision: May require frequent near acuity to read printed materials, VDT screens or other monitoring devices.

Environmental Conditions: Climate controlled shop/garage setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise levels ranging from moderate to loud, and from occasional to frequent periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

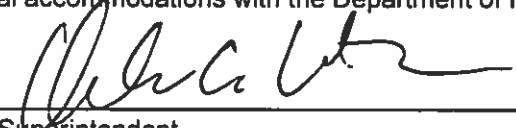
Working Conditions: Tools and equipment necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

5/30/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____