JOB DESCRIPTION

TITLE: Mechanic Helper

QUALIFICATIONS:
- Have a valid Mississippi Commercial Driver's license, Class A , B, or C with a "P" and "S" endorsement
- Have a valid school bus driver's certificate issued by a Mississippi State Department of Education instructor (School Bus Driver Training Card)
- Be at least 20 years of age
- Have a current DOT Medical Certificate (where applicable)
- Good physical condition with the ability to lift 50 pounds

REPORTS TO: Assistant Transportation Supervisor, Transportation Supervisor, and Director of Operations

SUPERVISES: N/A

JOB GOAL: To enable each student, through safe and efficient transportation and facilities, to take advantage of the complete range or curricular and extra-curricular activities offered by the district's schools

PERFORMANCE RESPONSIBILITIES:
- Assist in the performance of work orders
- Remove and replace vehicular parts
- Perform scheduled and routine maintenance on all vehicles and buses
- Conduct general inspections of all vehicles and buses
- Perform preventive maintenance making necessary repairs
- Keep work area clean and safe from all hazards and reports hazardous conditions
- Abide by all safety rules
- Perform light repairs when needed
- Routinely inspect and repairs tire as needed
- Wash and clean vehicles and buses as needed
- Perform general inspections and maintenance of equipment and facilities
- Assist co-workers when needed
- Ensure all shop tools and equipment are road ready
- Drive school buses in absence of certified bus drivers when needed
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board   Date: _____

Reviewed and agreed to by: _____ Date: _____
                                                    (Employee)

                                         _____ Date: _____
                                                    (Supervisor)