



TITLE: Service Mechanic

POSITION INVENTORY: B 24

DEPARTMENT: Transportation

STATUS: Non-Exempt

REPORTS TO: Fleet Maintenance Specialist
Transportation Director

FT/PT: 8hrs/260 days

BASIC FUNCTION: Perform automotive corrective, preventative and service maintenance on District vehicles and equipment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the transportation department.

ESSENTIAL FUNCTIONS:

1. Perform corrective automotive maintenance and service on district vehicles and equipment as assigned.
2. Perform preventative maintenance on district vehicles and equipment as assigned.
3. Provide guidance and direction to Mechanic Assistant in the performance of duties as appropriate.
4. Assist the Fleet Maintenance Specialist in determining maintenance needs within the district's fleet and in the distribution of the resulting workload.
5. Assist in maintaining current maintenance, inventory and tracking records on all vehicles and equipment within the district's fleet.
6. Assist in assuring interior and exterior cleanliness and appearance of maintenance facility.
7. Assist in providing the necessary safeguards to prevent loss of or damage to property, or failure of mechanical equipment.
8. Secure buses, building, parking lot, and fuel pumps as required.
9. Assist dispatch/routing by driving bus routes or trips as needed.
10. Utilize computer to read District and Department communications and to take online training.
11. Attend work on a prompt and regular basis.
12. Maintain confidentiality.
13. Maintain satisfactory and harmonious relationships with the public, students and other employees.
14. Perform all other duties as assigned.
15. Adhere to District policies and Department work rules.

HIRING SPECIFICATIONS:

Required:

1. High School Diploma, HiSET or GED
2. Vocational certification or relevant qualifications as determined by the district
3. Commercial driver's license (CDL)
4. State of Iowa School Bus Operators permit
5. Theoretical and practical working knowledge of automotive mechanics
6. Ability and willingness to acquire specialized training as determined by the district
7. Working knowledge and skill in the use of a computer
8. Ability and willingness to accept the responsibility of the position
9. Effective communication skills
10. Ability to promote spirit of cooperation with others

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11. Competency working in a culturally diverse environment or the willingness to acquire these skills

Desired:

1. Five years of recent, relevant experience in an automotive service garage

PHYSICAL REQUIREMENTS

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking			X	
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing			X	
G.	Driving		X		
H.	Lifting 100# Max		X		
I.	Carrying 10 Ft.		X		
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside			X	
	Outside		X		
	Extremes of Temperature/humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



 *Human Resources Generalist

Date: 10/19/2016

*This job description is not approved without the signature of a Human Resources Representative

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