Southeast Polk CSD - Mechanic Position

Contact:

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Classified - Classified Positions - Mechanic

**Job Goal:** To aide in the maintenance of all District vehicles and motorized equipment in a safe and efficient manner. The performance responsibilities as show below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the transportation department.

**Qualifications:**

1. Practical working experience and knowledge of truck and diesel mechanics.
2. Minimum of 3 years of light, medium and heavy duty chassis experience through apprenticeship and/or on-the-job training.
3. Specific background in mechanics of diesel motors.
4. Ability to work harmoniously with others.
5. Ability to deal with emergency situations.
6. Basic clerical skills.
7. High school diploma or equivalent.
8. Class B CDL Driver's License with passenger, S endorsement and air brake endorsement or ability to maintain within 30 working days.
9. Heavy truck, diesel and gasoline engine corrective and preventive maintenance experience.
10. Possession of a full set of hand tools. (District will provide a reimbursement on the cost of the mechanic’s tools up to a maximum amount of $600 per year.)
11. Applicant may be subject to interview, written exam, and demonstration of skills

**Performance Responsibilities:**

1. Overhaul and repair all district vehicles and motorized equipment.
2. Perform routine maintenance on district vehicles and motorized equipment.
3. Assist in preparing buses for State Inspection.
4. Maintain high standard of safety and good housekeeping methods in all work areas.
5. Assist with the fueling of buses.
6. Diagnose, overhaul, and repair district grounds equipment.
7. Test drive all district equipment as required.
8. Attend appropriate continuing education classes and staff development meetings.
9. Maintain good public relations with staff and community.
10. Assist with department communication as required.
11. Complete all required paperwork as required.
12. Back-up bus routes as assigned or in case of emergency.
13. Provide an appropriate role model for the students.
14. Maintain confidentiality of all sensitive information.
15. All other duties as assigned.

**Physical Demands:**

1. Must have physical dexterity in limbs and digits and be free of impairment of the use of a foot, leg, hand, finger, or an arm or other structural defects of limitations likely to interfere with the ability to safely control a school bus, other motor vehicles used for transporting students and handicap lift equipment.
2. Must be capable of assisting in the emergency evacuation of students riding the bus by extraction through emergency windows, doors and roof exits including:
   a. Stepping down 3.5 feet from the bus floor to the ground out the rear bus emergency door.
   b. Lifting students weighing up to 50 pounds.
   c. Must be capable of dragging 125 pounds for a distance of 100 feet.
3. Must be capable of sitting up to 1 hour per setting.
4. Must be capable of standing up to 60 minutes at a time.
5. Must be capable of operating bus controls requiring up to 30 lbs. force.
6. Must be capable of climbing 4 bus entry steps.
7. Must be capable of trunk rotation and trunk bending on a repeated basis.
8. Must be capable of squating for an extended amount of time.
9. Must be capable of operating handicap lift equipment, emergency window, door exits and opening engine hood with pull forces up to 60 lbs.
10. Must present appropriate appearance and personal cleanliness suited to working in close proximity to school children and teachers.
11. Must be capable of working with co-workers with different personalities.
12. Must be capable of using flammable and combustible fuels, lubricants, and engine coolants and cleaning chemical with appropriate PPE's.
13. Must be capable of working in extreme temperatures and humidity and other environmental conditions.
14. Must be able to handle situations where contact with bodily fluids is possible. Bodily fluids may be feces, vomit, and urine, mucus from the nose or mouth.

Note: The physical demands described above represent real life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material handling equipment.

**Clothing:**
1. Street Clothes.
2. Appropriate clothing and/or protective equipment required by the task; such as coats, hats and gloves and anti-slip footwear when walking on ice while operating the bus during cold winter periods.

**Equipment / Tools**
1. Tools as described in job qualifications.
2. Vacuum cleaner, brooms, mops, rags, buckets, garbage liners and cans, cleaning chemicals, and dust pan for cleanup operations.
3. Two-way radio equipment and cellular telephones.
4. High pressure spray washer, air compressor, fuel dispensing equipment.
5. Shovels and ice scrapers for winter operations.

Terms of Employment:
1. Employment based on need.
2. Hours as assigned by Supervisor

Evaluation:
Performance of this job will be evaluated in accordance with provisions of Southeast Polk Board Policy.

Disclaimer:
The statements of this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

It is the policy of the Southeast Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), genetic information (for employment), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact, Joseph M. Horton, Associate Superintendent, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8379 NE University Ave., Pleasant Hill, IA 50327, (515)-967-4294, joseph.horton@southeastpolk.org. Inquiries or grievances may also be directed to the Iowa Civil Rights Commission, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Region VII Office of Civil Rights, 500 West Madison Street, Suite 1475, Chicago IL 60661.