

**SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT**  
**Job Description**

Title:       **Fleet Mechanic**

Qualifications

1. Minimum of 5 years of light, medium and heavy-duty chassis experience through apprenticeships and/or on-the-job training is required.
2. Must have ASE Certification, or be able to obtain certification within 90 working days of hire.
3. Specific background in large class vehicle operation, maintenance and repair is required.
4. Considerable knowledge of heavy trucks, diesel, and gasoline engine corrective and preventative maintenance experience.
5. Ability to work harmoniously with others.
6. Ability to deal with emergency situations.
7. Basic clerical skills.
8. High school diploma or equivalent.
9. Class B CDL Driver's License with passenger, S endorsement and air brake endorsement or ability to maintain within 90 working days.
10. Possession of a full set of hand tools. (District will provide reimbursement on the cost of the mechanic's tools up to a maximum amount of \$600 per year.)

Reports to:   Transportation Director

Job Goal:     This position is distinguished from the Mechanic by the assignment of the full range of duties assigned and the ability to work in the absence of supervision on an on-call basis. Employees at this level receive only occasional instruction or assistance and are fully aware of the operating procedures and policies with the work unit. The performance responsibilities as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the transportation department.

Performance Responsibilities:

1. Inspect district vehicles and buses to locate and determine the extent of necessary overhaul or repair.
2. Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
3. Make recommendations to the Director of Transportation for ordering and stocking all necessary repair parts and necessary supplies.
4. Complete / process work orders in a timely manner.
5. Write requisitions, order parts, and ensure parts are received in a timely manner.
6. Estimate the time, material, and equipment needed for assigned jobs.
7. Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
8. Perform complete safety inspections as required or as necessary to ensure State Inspection compliance.
9. Maintain high standard of safety and good housekeeping methods in all work areas.
10. Assist with the fueling of buses.
11. Diagnose, overhaul, and repair district grounds equipment.
12. Test drive all district equipment as required.

13. Attend appropriate continuing education classes and staff development meetings.
14. Maintain good public relations with the staff and the community.
15. Assist with department communication as required.
16. Complete all required paperwork as required.
17. Back-up bus routes as assigned or in case of emergency.
18. Provide an appropriate role model for the students.
19. Maintain confidentiality of all sensitive information.
20. Work overtime when required
21. 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 or 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:
  - Stepping down 3.5 feet from the bus floor to the ground out the rear bus emergency door.
  - Lifting students weighing up to 50 pounds.
  - 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 climbing 4 bus entry steps.
5. Must be capable of operating bus controls requiring up to 30 lbs. force.
6. Must be capable of standing up to 60 minutes at a time.
7. Must be capable of trunk rotation and trunk bending on a repeated basis.
8. Must be capable of squatting 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. 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 scrappers 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.

Note: Anyone can call the office with questions at 515-967-3793, or apply online at: <https://www.applitrack.com/southeastpolk/onlineapp/>

# School Bus Driver Posting

Des Moines Public Schools

The Des Moines Public Schools still need Bus Drivers! Regardless of the virtual plan we still have students to transport therefore you are NEEDED!!!

\*\*We are offering a Special Sign-On Bonus of \$5,000 to candidates who have a Current CDL with endorsements of school bus, passenger, and air brakes, see below.

\*\* SIGN ON BONUS! The Des Moines Public Schools is offering a sign on bonus for ALL newly hired bus drivers! Apply today at Jobs@dmps!! \$2,000 Sign-On Bonus

- \$500.00 paid after 30 working days.
- \$1000.00 paid after the successful completion of 120 actual workdays.
- \$500.00 paid 90 workdays after the successful completion of previous 120 actual working days.
- The District is willing to train and assist you with obtaining a CDL within 60 days of hire.

\*Disclaimer: Previous DMPS bus drivers who have worked for the District within the past year from resignation date will not be eligible for the sign on bonus.

\*\*Special \$5,000 Sign-On Bonus for candidates who have current CDL and proper endorsements of school bus, passenger, and air brakes!

- \$1,000.00 paid after 30 working days.
- \$2,000.00 paid after the successful completion of 120 actual workdays.
- \$2,000.00 paid 90 workdays after the successful completion of previous 120 working days.

Salary: \$20.07 per hour Shift: Monday to Friday, Academic Year, Split Shift

BASIC FUNCTION: Operate a school bus in a safe and efficient manner to ensure the safety of passengers.

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