

**WELLSVILLE-MIDDLETOWN R-I SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**BUS MECHANIC**

**QUALIFICATIONS:**

1. High School Diploma supplemented by gas and diesel mechanical experience.
2. Thorough knowledge of vehicle maintenance methods, equipment, and techniques.
3. Familiarity with engine, electrical, chassis, brake, clutch, transmission, carburetor, pollution control equipment, and other vehicle component maintenance.
4. Knowledge of mechanical tools such as testing equipment, power tools, welding equipment, and diagnostic programs.
5. Excellent driving skills and possess a Missouri CDL with school bus endorsement.
6. Social skills, able to work independently or as a team member,

**REPORTS TO:** Director of Transportation/Superintendent

**JOB GOAL:** To provide maintenance service to the transportation system of the District by performing all levels of maintenance and by doing so, keep all vehicles operating in a safe and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform basic trouble-shooting duties and repairs on buses and other school district vehicles such as vans, trucks, tractors, including repairs on clutch and transmission; performs upholstery and welding tasks as needed.
2. Perform preventative maintenance as needed.
3. Inspects and diagnoses vehicles to ensure they meet State standards; prepares buses for annual inspection.
4. Responds to vehicle breakdowns; repairs vehicles on site when possible or takes corrective action.
5. Acts as lead person in the physical maintenance of vehicles.
6. Substitute drive on route if needed.
7. Performs other duties as necessary such as cleaning vehicles and shop and fixing small equipment for the district.

**PHYSICAL DEMANDS:** Regularly lifts parts up to 150 pounds; ability to work in confined spaces for lengthy periods of time; repeated turning/twisting motions with all joints and waist; repeated push/pull on fingers, hands, wrists, shoulders, elbows and back; ability to stand in one location for up to one hour while working on equipment; climbing up and down on bus hoods and ladders; reaching and working with hands over head; repeated movements to and from the floor; standing and walking on concrete for up to 8 hours.

**TERMS OF EMPLOYMENT:** Twelve (12) months

**EVALUATION:** Evaluated annually by Transportation Director/Superintendent

Board Approved April 10, 2014