

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **HEAD MECHANIC**

SUPERVISOR: Director of Operations

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Licensed mechanic.
2. Experience desired in mechanical and maintenance work.
3. Must be knowledgeable in all phases of auto and truck mechanics.
4. Must be able to read, write and comprehend written and oral communications.
5. Must possess a CDL in the state of Kansas.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).
7. Must have knowledge of child safety seats/restraints.

ESSENTIAL FUNCTIONS:

1. Follow standard procedures for servicing buses on a regular basis to keep all buses operational.
2. Use tools, equipment, machinery, and vehicles provided by the district to accomplish job tasks.
3. Trouble-shoot shop areas and keep tools and equipment in working order for the purpose of ensuring a safe and efficient work environment.
4. Oversee and evaluate maintenance and minor repair performed by transportation employees for the purpose of accountability within the department.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure a effective work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching, climbing, balancing, lift up to 60 pounds on a daily basis), and use large, heavy equipment.
2. Must work in and around dust, fumes and odors.
3. Must work indoors and outdoors year-round in a variety of temperatures.
4. Must work in noisy, crowded environments, with numerous interruptions.

5. May be required to wear protective equipment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008