

USD 261 EDUCATIONAL SUPPORT STAFF

POSITION DESCRIPTION

POSITION TITLE: MECHANIC

SUPERVISOR: Head Mechanic/ Director of Transportation

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Experience desired in mechanical and maintenance work.
2. Must be knowledgeable in all phases of auto and truck mechanics.
3. Must be able to read, write, and comprehend written and oral communications.
4. Must possess or be eligible to obtain a CDL License in the state of Kansas.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Follow standard procedures for servicing buses on a regular basis for the purpose of keeping all buses operational.
2. Use diagnostic tools and software to diagnose problems and determine if vehicle will be repaired in-house or sent to a vendor.
3. Ability to read interpret, understand, and apply technical manuals, schematics, diagrams, and specifications.
4. Use tools, equipment, machinery, and vehicles provided by the district to accomplish job tasks.
5. Trouble-shoot shop areas and keep tools and equipment in working order for the purpose of ensuring a safe and efficient work environment.
6. Communicate, work effectively, and cooperatively with staff members of the school district and community to ensure a coherent work environment.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements. Also to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
9. Be able to work independently with minimal supervision.

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 and heavy equipment.
2. Must work in and around dust, fumes, and odors.
 3. Must work indoors and outdoors year-around in a variety of temperatures and conditions.
 4. Must work in a 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.

BOE approved 5/2019