

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Class I - Mechanic

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Transportation  
**LOCATION:** Service Center  
**REPORTS TO:** Director of Transportation  
**LENGTH OF WORK:** 8 hours / day, 5 days / week

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**JOB GOALS:** To maintain all school buses in a state of readiness to transport students safely and efficiently during the school year.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Assist the school bus supervisor in maintaining a safe and efficient transportation program.
2. Be responsible for mechanical repairs on all school buses and corporation owned vehicles.
3. Assist the supervisor in maintaining a reasonable supply of parts and equipment for all vehicles.
4. Assist the supervisor in the everyday operation of the transportation department. This may include the following functions:
  - a. Secure parts when requested or as needed.
  - b. Be responsible for the garage and office in the absence of
  - c. the transportation supervisor.
  - d. Pick up and/or deliver buses as required.
5. Possess sufficient knowledge and experience to diagnose and trouble-shoot engine and electrical problems.
6. Understand and possess the knowledge to rebuild brakes, master cylinders, clutches, automatic transmissions, and to overhaul an engine when required.
7. Recognize the need to correct defects and/or replace worn parts and equipment as needed.
8. Maintain complete mechanical records on all vehicles repaired or serviced by the transportation department. Report major problems to director.
9. Drive school bus on regular route as needed.
10. Participate in continuous training program to update skills.

11. Maintain an orderly shop.

12. Wash buses as needed.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license – CDL Class B

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

**MATHEMATICAL SKILL:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Must possess a working knowledge of engines used in school buses. Ability to safely operate all garage equipment and tools. Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be able to lift 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first 30 days and then on an annual basis.

*Revised 12/8/00*