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|  | **JOB TITLE** | VEHICLE MECHANIC |
| **REPORTS TO** | DIRECTOR OF TRANSPORTATION AND FLEET SERVICES |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7916 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to high school diploma, G.E.D. certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| One year experience in general automotive repair. |
| Valid Kentucky Commercial driver's license with passenger and school bus endorsement. |
| KY state school bus inspector certification. |

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| **POSITION SUMMARY** |
| Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Maintain buses and other vehicles including but not limited to preventative maintenance. |
| Assure buses conform with established standards for passenger vehicles. |
| Complete maintenance records per district, state, and/or federal regulations or protocols. |
| Inspect and repair mechanical defects in school buses, trucks, automobiles, vans, tractors, and other mechanical equipment. |
| Disassemble, repair, recondition, adjust, repair, replace, or clean parts or systems such as: ignition, carburetor, valves, pistons, rings and bearings, fuel pumps, fuel lines, gauges, or electrical wiring, on any or all district vehicles. |
| Repair and/or replace engine, suspension, steering, electrical, heating, exhaust, fuel and/or ventilation systems, and body parts on any/all district vehicles. |
| Operate a variety of equipment and machinery including but not limited to electronic and mechanical diagnostic equipment, scopes, tire changer, grinder, lathe, emissions analyzer, steam cleaner, hoist, jacks, torches and welding equipment, and power and hand tools. |
| Dismount and mount school bus tires using hand tools. |
| Assist in starting buses and inventory maintenance as required. |
| Recommend purchase of needed supplies and complete work orders, purchase requisitions, and maintain records of time and materials. |
| Maintain work area, equipment and tools in a safe, clean, and orderly condition. |
| Attend required trainings and updates. |
| Complete work orders and maintains records of time worked and materials used; recommends purchase of needed parts, supplies and tools. |
| Maintain work area, equipment and tools in a safe, clean and orderly condition. |
| Attend required trainings and updates. |
| Act in the role of substitute bus driver as directed. |
| Observe legal and defensive driving practices. |
| Demonstrate punctuality and regular attendance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Comprehension and use of printed and electronic service and parts manuals. |
| Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment. |
| Shop math applicable to vehicle maintenance. |
| Proper lifting techniques. |
| Health and safety regulations and procedures. |
| Plan and organize work. |
| Understand and follow oral and written directions. |
| Work cooperatively with others. |
| Basic computer skills. |

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| **PHYSICAL DEMANDS** |
| Being able to exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.  Must have an adequate range of motion in the upper extremities.  Ascending and descending ladders, stairs, scaffolding, and ramps.  Walking or standing for extended periods.  Perceiving the nature of sound, near and far vision, depth perception.  Providing oral information.  Must have manual dexterity to operate equipment and use hand tools.  Exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |