**Mechanic/Bus Driver**

Reports to – Director of Transportation

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

**PERFORMANCE RESPONSIBILITIES**

1. Maintains daily work schedule and accurate records on assigned vehicles.
2. Processes work orders for parts used on vehicles.
3. Repairs heating, venting, air conditioning and electrical systems on all vehicles.
4. Diagnose, repair and/or replace all diesel internal combustion engines.
5. Repairs interior and/or exterior of vehicles as needed.
6. Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies.
7. Repairs and/or replaces the power plant and maintains the engine lubrication system.
8. Repairs and/or replaces exhaust and fuel systems.
9. Substitutes for another mechanic and makes service runs when necessary.
10. Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices.
11. Performs other duties as assigned by the Director of Transportation.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.

2. Working knowledge of gas and diesel buses, trucks and cars

3. Must have a valid Commercial Drivers License (CDL)

4. Certification or two-year technical degree preferred.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: March 20, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee