

Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

07/24/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve the revision of the following job descriptions: Lead Mechanic and Mechanic.

APPLICABLE BOARD POLICY:

03.233 "Duties": Job Description

HISTORY/BACKGROUND:

The job descriptions of Lead Mechanic and Mechanic have been updated to standardize language of the job descriptions as well as specify language allowing those positions to transport students when additional drivers are needed to support the existing driver pool.

FISCAL/BUDGETARY IMPACT:

No fiscal impact

RECOMMENDATION:

It is recommended the Board approve the revision of Lead Mechanic and Mechanic.


CONTACT PERSON:

Matt Rigg, Executive Director of Human Resources

Principal



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County School District
Job Description: Lead Mechanic
Job Class Number: 7914

TITLE: Lead Mechanic

QUALIFICATIONS:

1. Prior experience as a qualified mechanic
2. Ability to accept responsibility, assist mechanics to make decisions as may be required and work without direct supervision
3. ~~Class A CDL or obtains a CDL License within three months after obtaining their position~~ Possesses the physical and mental ability, as well as driving skills, to operate and drive a bus safely and satisfactorily
4. Has the ability to lift and move objects weighing at least 75 pounds numerous times per day
5. Must pass a motor vehicle records (MVR) driving record check
6. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate or must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment

REPORTS TO: Director of Transportation, ~~Executive Director, or designee~~ Assistant Director of Transportation, or Bus Garage Manager

SUPERVISES: Mechanics and Assistant Mechanics

JOB GOAL: To insure that all pupil transportation vehicles are maintained in a professional and safe manner and that the bus garage is operated in a safe, professional and efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Perform any work that is required of a mechanic
2. Perform as a working leader
3. Assist the ~~shop supervisor~~ Bus Garage Manager in the scheduling of work, analyzing problems and instructs drivers in maintenance tasks
4. Make thorough inspections of all work completed in the garage
5. Promote a high standard of safety, good housekeeping and professionalism in the work area
6. Maintain regular attendance
7. Fill in as a bus driver when directed by the Director of Transportation or designee
8. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: Classified Employees Salary Schedule, G17
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by Director of Transportation, ~~Executive Director, or designee~~ Assistant Director of Transportation, or Bus Garage Manager

APPROVED: 06/11/1990

REVISED: 08/17/1998, 07/21/2003, 06/01/2105, 08/03/2015, 06/14/2018, 06/01/2020

Kenton County School District
Job Description: Mechanic
Job Class Number: 7916

TITLE: Mechanic

QUALIFICATIONS:

1. Prior experience as an ~~Assistant~~ mechanic
2. Possesses the physical and mental ability, as well as driving skills, to operate and drive a bus safely and satisfactorily
3. Has the ability to lift and move objects weighing at least 75 pounds numerous times per day
4. Must pass a motor vehicle records (MVR) driving record check
5. Holds a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a Kentucky School Bus Driver Certificate ~~or must obtain a valid Commercial Driver's License Class B, Endorsements P and S that is valid for interstate driving and a KY School Bus Driver Certificate within ninety (90) days of employment~~

REPORTS TO: ~~Assistant Superintendent, Executive Director, or designee~~ Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager

SUPERVISES: None

JOB GOAL: To ensure ~~that~~ all transportation vehicles are maintained in a high state of repair.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written guidelines, procedures, and directions from supervisor related to job responsibilities
2. Completes overhauls of: engines, transmissions, differential, and other component parts
3. Performs engine tune-ups
4. ~~Electrical repairs~~
5. Installs tires
6. Completes electrical repairs, body repairs, repairs on brake systems, steering repairs, and other necessary repairs to district vehicles
7. ~~Completes repair on brake systems~~
8. ~~Completes steering repair~~
9. Responds to road service calls
10. Repairs seats, glass, mirrors, doors and other components of a district vehicle
11. ~~Repairs glass~~
12. ~~Repairs mirrors~~
13. ~~Repairs doors~~
14. Maintains regular attendance
15. Fills in as a bus driver when directed by the Director of Transportation or designee
16. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days per fiscal year: 245
- Salary Schedule: Classified Employees Salary Schedule, MECH
- FLSA Status: Non-Exempt

EVALUATION:

Kenton County School District
Job Description: Mechanic
Job Class Number: 7916

Performance of the position will be evaluated annually by ~~Assistant Superintendent, Executive Director, or designee~~ **Director of Transportation, Assistant Director of Transportation, or Bus Garage Manager**

APPROVED: 11/25/1980

REVISED: 07/21/2003, 06/01/2015, 08/03/2015, 06/14/2018