

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: HEAD MECHANIC **File 705**

Reports to: Transportation Supervisor

Job Objectives: Provides technical expertise and manual skill in the inspection, servicing, and repair of district vehicles.

Note: Substitute driving duties may be assigned (see bus driver job description for additional information).

Minimum Qualifications:

- High school diploma. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Owns a standard set of mechanics tools.
- Ability to interpret and comply with safety regulations and environmental laws.
- Bookkeeping skill and the ability to compute mathematical data accurately.
- Effective presentation skills and ability to train drivers.
- Holds or is qualified to obtain a Commercial Drivers License (CDL) with a proper endorsement to drive students. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Meets all bus driver minimum qualifications when physically qualified.
- Available to respond to service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the district's ongoing vehicle maintenance program. Keeps current with local, state, and federal school bus regulations revisions. Keeps the transportation supervisor informed about emerging issues.
- Assumes responsibility for the transportation building. Monitors as noted in contract.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Learns the operating and maintenance procedures for all district vehicles.
- Monitors and complies with safety regulations and environmental laws.
- Maintains an inventory of essential supplies needed to maintain fleet readiness.
- Inspects, services, repairs and/or rebuilds equipment. Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Teaches bus drivers how to recognize problems before they result in an equipment malfunction. Encourages drivers to ask questions and offer suggestions.
- Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation supervisor.
- Makes road calls when vehicles become disabled.
- Secures and evaluates work performed by outside contractors.
- Keeps the transportation supervisor informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle. Verifies receipt of materials. Ensures that reports are submitted on time.
- Recommends procedures to effectively deal with emergency repairs.

- Coordinates and participates in Ohio State Highway Patrol annual bus inspections.
- Helps the transportation supervisor develop short/long-range maintenance plans.
- Prepares an annual equipment inventory.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Helps prepare competitive bid specifications (e.g., insurance, bus purchases, shop equipment, supplies, etc.).
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports student discipline problems, vandalism, and other related concerns.
- Promptly documents all injuries that require medical attention.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.

- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.