



Jackson-Madison County School System

TITLE: Mechanic (non-exempt)

QUALIFICATIONS:

1. ASE certified mechanic with expertise in gasoline engines, diesel engines, transmissions, and any other operating system required for the safe operation of school buses and any other system owned vehicle preferred. (ASE certification may be waived if employee exhibits thorough knowledge of the requirements necessary to safely maintain and operate said vehicles)
2. CDL (license) with all endorsements necessary to operate a School bus with student passengers, wrecker, fuel (hazardous materials) vehicle and any other system owned vehicle. If the applicant does not currently have a CDL one must be obtained within 6 months of employment. All mechanics may be required to drive a route bus if necessary.
3. Knowledge of school bus inspections required by the State and federal guidelines for required maintenance and safety requirements.

REPORTS TO: Shop Foreman

1. Diagnoses potential vehicle malfunctions (e.g. using computer diagnostic equipment, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
2. Inspects buses and transportation equipment for the purpose of ensuring it is in a safe operating condition. Maintains and repairs heavy equipment (e.g. buses, forklifts, trucks, vans, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
3. Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
4. Operates tow truck for the purpose of rescuing broken down or snow bound vehicles.
5. Performs tire work (e.g. changing, balancing, etc.) for the purpose of ensuring all buses and equipment are operating on safe tires.



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6. Responds to emergency situations (e.g. drives wrecker to tow in disabled bus, etc.) for the purpose of resolving immediate safety concerns.
7. Services buses and transportation equipment for the purpose of ensuring it is maintained in a safe operating condition and scheduled preventative maintenance is performed.
8. Trains mechanic helpers for the purpose of helping them learn the correct and safe way to repair and maintain vehicles.
9. Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
10. Driver a route bus if necessary.

Terms of Employment: Twelve-month year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board policy.