

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: MECHANIC ASSISTANCE

CLASS: Support Personnel	LEVEL: Shop Assistance
DEPARTMENT: Transportation	SUPERVISOR: Transportation Supervisor/ Head Mechanic
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: 12 Months

JOB GOAL:

Perform skilled work in assisting mechanics in repairing and maintaining various types of gasoline and diesel powered system-owned vehicles to assure the educational goals of the school system are met.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED recognized by the SDE.
2. Verified assistance in successful experience as an auto/truck mechanic assistance, or
3. Verified proof of four (2) years' successful experience as a shop assistance with a mechanic in an automobile shop.
4. Possess and maintain valid Alabama Driver's license, insurable driving record, and must obtain CDL with required endorsements, and school bus driver's certificate within six (6) months of employment.
5. Background clearance through FBI and ABI processes.
6. Meet and follow the health, age, and drug screening requirements of BCS.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave policy.
2. Notify the Supervisor/Head Mechanic and the person responsible for submitting the payroll when absent from work and state the reason for the absence.
3. Assist with the fueling of buses as assigned.
4. Drive a bus route in case of emergency as assigned.
5. Work closely with mechanics to assure that all monthly inspections are scheduled and conducted thoroughly.
6. Maintain a courteous, helpful, cooperative attitude with the head mechanic, bus drivers, mechanics, other board personnel and the general public.
7. Assist mechanics with work including repairs, preventive maintenance and other assigned work on school buses and other vehicles owned by BCS.
8. Maintain safety standards at all times.
9. Assist in keeping the shop clean and orderly.
10. Assist in making sure all equipment is secure before leaving work. (fuel tank, building, inside lights and gates)
11. Be available when buses are on field trips in case of emergency should a problem occur; be prepared to work overtime in case of emergency as assigned.
12. Assist mechanics in inspecting all buses thoroughly during summer months to ensure that each bus is in safe operating condition.

Board Approved: October 7, 2014

13. Assist the State Department of Education personnel in conducting annual inspections on buses as required by law.
14. Forbid unauthorized persons to be present the work area or parts areas.
15. Keep Board-related business confidential at all times.
16. Assist in stocking and inventory of parts.
17. Follow all policies and regulations of the Bibb County School System; follow the work schedule as assigned.
18. Comply with all safety standards.
19. Maintain credentials to operate vehicles and equipment as necessary to accomplish work assignments; required to promptly report loss of credentials to operate vehicles.

OTHER JOB RESPONSIBILITIES:

1. Substitute for bus drivers as assigned.
2. Participate in training and orientation programs as directed.
3. Assume other reasonable and equitable job-related duties as assigned by the Supervisor/Head Mechanic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work and eight (8) hour day and additional hours as required.
2. Demonstrated success in performing a wide variety of tasks.
3. Skilled in the use, care and maintenance of tools and equipment pertinent to the trade.
4. Knowledge of the laws, regulations, and safety procedures pertaining to automotive mechanical equipment and repair.
5. Ability to perform work of the trade at the skilled level.
6. Ability to follow and give oral and written directions.
7. Ability to work with or without supervision.
8. Complete assigned work tasks with a positive attitude.
9. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team member.
10. Ability to deal with the public tactfully and courteously. Work with other employees harmoniously.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Walk and stand 85% of work shift.
2. Lift up to 75 pounds frequently; lift up to 125 pounds on occasion.
3. Pull, push, bend, stoop, reach, squat, kneel and twist on a daily basis.
4. Work in extreme heat and cold occasionally.
5. Adequate strength, dexterity, agility and visual acuity to perform all required tasks.
6. Enter and exit rear door of bus without assistance.
7. Climb steps on a daily basis.

EVALUATION:

Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on the BCS Performance Appraisal System and Board policy. Probationary personnel will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.