

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: MECHANIC – TRANSPORTATION

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Experience in automotive repair
- School bus certification from an accredited mechanic training program preferred
- Must have Class B Commercial Driver's License
- Must be state certified emissions test agent
- Valid Arizona driver's license
- Effective communication skills

OVERVIEW OF JOB DESCRIPTION: To maintain and repair school buses, equipment and other vehicles.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains a good rapport with students, employees, and community members.
3. Must be able to diagnose, maintain and repair all district vehicles.
4. Maintains and repairs other types of mechanical equipment, such as mowers and backhoes.
5. Performs preventative maintenance and servicing on school buses and other vehicles.
6. Assists the transportation supervisor with parts, tools, and equipment inventory.
7. Assists with keeping and maintaining maintenance records, fuel usage and mileage logs.
8. Makes recommendations on all aspects of maintenance procedures, parts, and equipment purchases.
9. Responsible for all shop tools and equipment.
10. Performs other job related duties as assigned.

REPORTS TO: Transportation Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.