

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

BUS MECHANIC

JOB SUMMARY: Under the supervision of the Transportation Supervisor perform journeyman level work in the repair, service and maintenance of school buses and related vehicular equipment. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Work with head mechanic to diagnose malfunctions, determine repair, service and maintenance requirements, repair and adjust equipment for proper operation.
- Work with head mechanic to coordinate maintenance activities with operations to ensure the bus fleet is in a ready state at all times to meet operational needs.
- Maintain records of all repair work, record all parts and time used on jobs in the vehicle records file.
- Work with head mechanic to assume responsibility for maintenance activities during the absence of the transportation manager.
- Assist in overhaul and rebuild of engines, transmissions, differentials, brake systems and other major components by repair and/or replacement of parts.
- Repair and rebuild generators, alternators, and all other electrical components utilizing testing equipment.
- Perform general tune-ups utilizing diagnostic equipment.
- Make minor roadside repairs.
- Repair and replace seats, glass, sheet metal, latches and other body components and assemblies.
- Change oil and filters, replace antifreeze, install snow chains, repair tires, adjust brakes, and lubricate chassis, wheel bearings and other assemblies.
- Perform all required preventive maintenance and regular bus safety inspections.
- Operate tools, equipment and machines required for performing repair and maintenance of motor vehicles.
- Assist with cleaning and organization of shop, parts room and other maintenance facilities.
- Perform school bus driver duties as directed by school district policies and the transportation supervisor or dispatcher.
- Establish and maintain cooperative relationships with staff, vendors and the public.
- Maintain confidentiality and display ethical behavior.
- Assist physically impaired students as needed.
- Perform all job-related duties as assigned by the supervisor

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Complete a recognized apprenticeship as an automotive mechanic or full journeyman status as an automotive mechanic, or a minimum of four years of applicable work.
- Possess a valid Washington State driver's license with intermediate, passenger and air brake endorsement.
- Possess a valid Washington State school bus driver's certificate.
- Possess a valid first aid/CPR card.

- Possess a current medical certificate.

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SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated performance of automotive mechanic skills.
- Ability to drive a school bus.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.
- Sufficient command of the English language to communicate effectively with students, staff, parents and the general public.
- Sufficient strength and agility to assist ill or physically impaired students.
- Physical ability to move about in an overturned bus to provide assistance to students in an evacuation situation.

PHYSICAL DEMANDS:

- Exertion of 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Constant stooping, bending, standing and walking.
- Perceiving the nature of sound, near and far vision, depth perception, dexterity to operate equipment, and handling and working with various materials and objects.

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Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

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