

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

HEAD MECHANIC

JOB SUMMARY: Under the supervision of the Transportation Supervisor provide for the repair, service and maintenance of school buses and other district vehicular equipment.

ESSENTIAL JOB FUNCTIONS:

- Diagnose malfunctions, determine repair, service and maintenance requirements, and repair and adjust equipment for proper operation.
- Coordinate maintenance activities 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.
- Evaluate needs and recommend purchase of new or replacement shop equipment, machines, tools and related items.
- Purchase new or replacement shop equipment, bus parts, machines, tools and related items.
- Inform transportation manager when bids from outside shops are needed for repairs that exceed the capability of the district garage.
- Overhaul and rebuild engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.
- Repair and rebuild generators, alternators and all other electrical components utilizing testing equipment.
- Perform general tune-ups utilizing diagnostic equipment.
- Perform 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 preventative maintenance and bus safety inspections.
- Operate tools, equipment and machines required for performing repair and maintenance of motor vehicles.
- Clean, organize and maintain orderly shop, parts room and other maintenance facilities.
- Assist dispatcher in assigning spare buses for scheduled and emergency needs.
- Supervise journeyman mechanic in the repair, service and maintenance of school buses and related vehicular equipment.
- Perform school bus driver duties as directed by school district policies and transportation manager.
- Perform other job-related job duties as assigned by the transportation manager.

- **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS**

- Completion of 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 endorsements.
- Possess a valid Washington State school bus driver's certificate.
- Possess a valid first aid card.
- Possess a current medical certificate.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated knowledge of methods and practices of mechanical engine repair.
- Ability to drive a school bus.
- Ability to prioritize projects.
- Establish and maintain cooperative working relations with staff, vendors and the public.
- Understand and carry out oral and written directions.
- Communicate effectively in written and oral form with students, staff, parents and the general public.
- Possess sufficient command of the English language to communicate with students, staff and the general public regarding all aspects of job duties.
- Ability to work flexible hours, including evenings and weekends.
- Possess basic knowledge of computerized word processing, database and spreadsheet programs, including related specialized programs such as Fleetmax program.
- Must carry portable or cellular phone or beeper when buses are on evening and weekend trips.
- Maintain confidentiality and display ethical behavior.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10-50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves constant stooping, bending, crouching, kneeling, standing and walking and occasional sitting.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

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