

**TITLE: TRANSPORTATION MECHANIC****February 2022****DEPARTMENT/SITE:** Operations Department / Transportation**QUALIFICATIONS:**

- High school graduate
- Possession of a valid Commercial Driver's License required
- A minimum of two years training or experience in repair and maintenance of automotive equipment or any equivalent combination of training and experience which provides the required skills, knowledge and abilities

REPORTS TO: Transportation Supervisor**SUPERVISES:** N/A

JOB GOAL: Under the supervision of the Transportation Supervisor, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also assists in the maintenance of cars, trucks, and other motorized equipment; prepare and maintain related records, and other related duties as required.

PERFORMANCE RESPONSIBILITIES:

1. Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
2. Diagnose minor and frequently occurring mechanical problems.
3. Adjust timing mechanism, replace and sets points and plugs, and reface valves.
4. Rotate, align, and balance wheels.
5. Install shock absorbers.
6. Repair and replace damaged vehicle body parts.
7. Tests electrical systems and makes necessary repairs.
8. Remove, replace, and reassemble transmissions; clutches, fuel, oil, and water pumps, generators and other parts of the engine and suspension system.
9. Performs general maintenance as needed.
10. Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
11. Make emergency service calls for stranded buses or other district equipment.
12. Make recommendations to the supervisor for ordering and stocking all necessary repair parts and necessary supplies.
13. Maintain the shop area in a clean, orderly and safe condition.
14. Assist in the service and repair of other district motor vehicles and equipment as needed.

15. Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
16. Perform complete safety inspections as required.
17. Repair carburetors, ignition systems, and electrical components.
18. Estimate time, material, and equipment needed for assigned jobs.
19. Replace and adjust brakes, belts, and hoses.
20. Perform other duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

1. Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
2. Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
3. Work around and with machinery and motorized equipment.
4. Work in a shop.
5. Changing priorities and interruption

Physical Demands

1. Sitting, standing, and walking for extended periods of time.
2. Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
3. Manipulate hands and fingers to operate a variety of specialized tools and equipment.
4. Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
5. Occasional bending, kneeling, crouching, turning and twisting.
6. Occasional carrying, pushing, or pulling boxes and engines.
7. Crawling under vehicles.
8. Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
9. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
10. Perform physically demanding work.

TERMS OF EMPLOYMENT: 254 days

Salary for this position shall be commensurate with the years of experience as determined by polices and procedure of the Moss Point School District and in accordance with the pay scale.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of Board of Trustees' policy on evaluation of District personnel.