

ST. CHARLES PARISH PUBLIC SCHOOLS
VEHICLE MECHANIC

Job Title: Vehicle Mechanic
Salary Grade: Steps 0-6
Work Year: 260 Days, 8.0 Hours/Day
FLSA Status: Non-Exempt
Department: Central Office Based
Reports To: Service Manager

PURPOSE STATEMENT The job of Transportation Vehicle Mechanic (Vehicle Mechanic) is done for the purpose/s of providing mechanic services with specific responsibility for diagnosing, repairing and maintaining all District vehicles; performing repairs and preventive maintenances; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

ESSENTIAL DUTIES

- Acquires and/or fabricates parts for the purpose of providing items necessary for repairs.
- Analyzes and/or diagnoses mechanical failures in District vehicles for the purpose of determining appropriate corrective measures.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Oversees Vehicle Mechanic Helper and other assigned personnel for the purpose of ensuring that assignments are completed in compliance within established guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs all trade tasks associated with the safe repair and maintenance of District vehicles and equipment for the purpose of ensuring the availability of vehicles in safe operating condition and in accordance with required federal, state and local vehicle maintenance guidelines.
- Performs road test/check upon completion of repair work for the purpose of ensuring the proper functioning of the vehicle prior to meeting transportation needs of the district.

- Performs routine vehicle preventive maintenance program (e.g. oil change, tire rotation, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately
- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; cross training in electrical, metal fabrication, drafting engineering, carpentry, upholstery, machinery, welding; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling frequent climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Education and Training – High school diploma or equivalent. Targeted, job related education with study

Revised
7/2021

in job-related area.

Experience – Job related experience within a specialized field is required.

Equivalency- Four years experience performing maintenance on buses, and medium-and/or heavy-duty equipment.

Certificates and Licensure- Automotive and Diesel Operating Certification desired. Automotive Service Excellence Certification desired; Commercial Driver's License required.

Employee's Signature

Date

Supervisor's Signature

Date