

WESTLAKE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MECHANIC	File 504
Reports to:	Director of Transportation	
Job Objective:	Performs vehicle maintenance and repair services.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma. Advanced skills in commercial vehicle maintenance substantiated by post-secondary training and/or work experience.• Ability to perform physically demanding work that includes lifting/moving heavy items.• Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly.• Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.• Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.• Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.• Knowledgeable about and ability to comply with environmental, health and safety regulations.• Maintains a record free of criminal violations that would prohibit public school employment.• Meets all mandated health screening requirements.• Respects privacy and maintains the confidentiality of privileged information.• Valid Commercial Driver's license (CDL) with school bus endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential Functions:	<p>Provides technical expertise/manual skill in the inspection, maintenance of district vehicles and equipment.</p> <ul style="list-style-type: none">• Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.• Encourages drivers to ask questions. Teaches drivers how to identify problems before equipment malfunctions. Reports irregularities and equipment abuse to the Director of Transportation.• Recommends effective procedures to deal with emergency repairs.• Responds when vehicles become disabled on the road.• Helps coordinate State Highway Patrol annual bus inspections.• Inspects, services, repairs and/or rebuilds equipment. Tests repaired vehicles to ensure safety.• Ensures compliance with all relevant federal, state and local regulations.• Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks/replaces belts, maintains fluid levels, etc.).• Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.• Keeps the Director of Transportation and/or Dispatcher aware of work progress/pending deadlines.• Identifies/recommends and evaluates work performed by outside vendors.• Recommends the replacement of equipment necessary to ensure fleet effectiveness.• Helps prepare bid specifications (e.g., shop equipment, supplies, etc.).• Picks-up/delivers equipment, materials and other supplies as directed.• Receives deliveries. Inspects packages. Verifies contents with packing lists/purchase orders. Records receipt date. Verifies/reconciles invoices for payment.• Organizes/stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory database. Notifies the Director of Transportation when consumable supplies need to be reorder to maintain reliable service levels.• Reads/complies with Material Safety Data Sheet (MSDS) information. Ensures that supplies are labeled/stored properly. Seeks advice when uncertain about product use and/or disposal procedures. Ensures that products are not transferred or stored in unlabeled containers.• Reports traffic citations, accidents, or property damage that occurs on or off the job.• Reports to a supervisor personal injuries that require treatment.• Protects district property. Ensures that assigned work areas are secured at the end of the shift.	
General Duties:	<p>Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">• Contributes to an effective and positive work/learning environment. Completes all assigned duties.• Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.• Maintains a professional appearance. Wears work attire appropriate for the position.• Maintains an acceptable attendance record and is punctual.• Strives to develop rapport and serve as a positive role model for others.• Supports community participation in school-sponsored activities.• Takes the initiative to perform routine tasks independently.	

Maintains open/effective communications.

- Keeps informed about program/procedure changes. Serves as an information resource.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to appropriate administrator(s).
- Routinely interacts with all transportation staff to ensure complete intercommunication.
- Seeks clarification when expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

Pursues opportunities to enhance professional performance.

- Attends meetings/in-service programs as directed.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

Takes precautions to ensure safety.

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Upholds the student conduct code. Maintains high expectations for appropriate student behavior.
- Watches for situations that may indicate a problem. Helps supervisors manage/eliminate risks.

Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or prolonged standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing repetitive tasks for prolonged periods.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Westlake City School District.

The Westlake City School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

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