

**Becker Public Schools, ISD #726**  
**POSITION DESCRIPTION**

**Position Title: Assistant Mechanic**

**Department/Location: Transportation/Bus Garage**

**Reports To: Transportation Director**

**Date: March 2015**

**Reviewed: Director of Business Services**

**Approval: Superintendent**

**I. Position Purpose Summary:** Responsible for assisting with the maintenance and repair of the district's school bus and auto fleet. Works under the direction of the Transportation Director and the Diesel Mechanic. Updates maintenance and repair records for work performed on all vehicles. (Drives a morning and afternoon bus route as assigned, per Transportation Contract.)

**II. Major/Essential Functions/Responsibilities**

	<p><b>Vehicle Maintenance and Repair</b></p> <ul style="list-style-type: none"><li>• Assists with preventive maintenance for all vehicles in the district's fleet.</li><li>• Performs lights maintenance and repair, including but not limited to, oil changes, lubrication, filter replacement, seat repairs, light bulb replacements, washing interior and exterior, and exhaust system, and light bodywork.</li><li>• Changes and repairs tires.</li><li>• Provides emergency field assistance to disabled vehicles as needed and appropriate.</li><li>• Updates digital records of vehicles maintenance and repair.</li><li>• Maintains and secures tools; clean work areas.</li><li>• Prepares buses and vans for DOT inspections.</li><li>• Other duties as assigned.</li></ul>
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**III. Education, Training and Experience:**

High school diploma required. Valid Class B CDL/School Bus and passenger transportation with air brake endorsement required.

Prior experience with maintenance and repairs in a school setting preferred.

**IV. Knowledge, Skills and Abilities Required:**

Technical Knowledge: Must have general knowledge of automotive mechanics. Must have working knowledge of the hazards and safety precautions common to vehicle maintenance and

repair activities. Must have working knowledge of the practices, methods, and materials and tools used in modern vehicle maintenance.

Language: Ability to speak and write English clearly. Must have the ability to understand and carry out written and oral instructions. Must be able to interpret technical instructions, owner's manuals, safety regulations, etc.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Human Relations: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Information Technology: Requires proficiency in the use of office equipment, computers and district software. Programs used include e-mail, internet browser operations, search engines, and the general use of office productivity software (i.e. word processing and general spreadsheet programs, etc.). Requires general knowledge and use of equipment such as fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators or other office equipment.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, must frequently lift and/or move up to 40 pounds and occasionally lift up to 100 pounds. Must be capable of using all hand and power tools requiring variable grip forces. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, twist, or bend. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time. Must have the ability to be exposed to fumes, or caustic chemicals and withstand moderate noise.

Comments: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.