

**SOUTH EUCLID-LYNDHURST CITY SCHOOLS  
JOB DESCRIPTION**

**TITLE:** Mechanic (Auto Mechanic)

**REPORTS TO:** Supervisor of Transportation

**SUMMARY:** To perform all designated duties involving the maintenance and repair of school buses and all other board-owned vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform routine inspections, diagnosis, services and repairs to district-owned vehicles and equipment including mechanical, body work and painting.
2. Responsible for the ongoing preventative maintenance program and all necessary record keeping of repairs, lubrication schedules and parts inventory control; keeps Supervisor informed on needed supplies and maintenance parts.
3. Reports defects or equipment failures which may have resulted from driver abuse or improper driving habits or maintenance of vehicle or equipment.
4. Inspect and test all repaired units.
5. Insures busses not operating safely are not placed in service.
6. Assists on road calls and responds in emergency situations.
7. Plans summer work schedules with the Supervisor of Transportation to insure vehicles are ready for annual inspection by the Ohio Highway Patrol.
8. Maintains all school-owned vehicles within the standards set by the State Department of Transportation.
9. Owns and uses complete general hand tool set capable of doing most repairs.
10. Vacations taken after annual bus inspection and all buses are stickered.
11. Any other duties requested by the Supervisor of Transportation

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). Must have no points on driving record and able to pass physical including drug and alcohol test.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid current ASE or equivalent certification. Has work experience, certificates of training and satisfactory work references of such nature as to assure fully competent performance. Is able to complete and pass a written exam dealing with electrical, pneumatic, hydraulic and mechanical topics. Valid CDL driver's license. Must pass State Skill Test and State Written Test.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers and employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of problems. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:**

Preference will be shown to a candidate who presents a strong background expertise in the following areas: Inspect, adjust, repair and overhaul brakes, ignition systems, differentials and axle assemblies. Has a strong working knowledge of the principles of operation of gasoline and diesel engines and capable of engine rebuilds. Replaces and/or repairs cooling, fuel and exhaust systems. Allison MT-643 - AT-545 automatic transmissions. Skilled in gas and electric welding (MIG & TIG preferred). Spring and air suspension systems. Solid and independent front axles.

Electronic fuel injection. Alternators and wiring schematics. Hydraulic and electric passenger lift assemblies. Training endorsement certification in brakes, fuel injection, electrical, etc. Electronic engine analyzer operation and use. Air conditioning systems, electrical repairs, bus radios, on board camera systems and routine software upgrades. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness that the Board of Education policies and procedures are the governing rules and regulations

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision and the ability to adjust

focus. The employee is required to be able to hear conversations in quiet and noisy environments.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic and caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes and airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

**WORK YEAR:** 260 days (includes vacation and eleven (11) paid holidays)  
**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.