



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
LEAD BODY MECHANIC

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Lead Body Mechanic

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman

SUPERVISES: The maintenance and body repairs of those vehicles owned and operated by School District U-46 to ensure the safest possible transportation for students and staff.

POSITION GOAL:

To provide the safest mode of transportation for the students of School District U-46 through the highest level of maintenance and body repair standards.

ESSENTIAL FUNCTIONS:

1. Maintain vehicle compliance utilizing the Illinois Department of Transportation and federal standards.
2. Maintain the highest level of work performance and complete repairs as assigned while upholding high safety standards and maintaining a clean and organized shop area.
3. Maintain an appropriate set of personal job related tools.
4. Possess the ability and knowledge to safely operate the district tow trucks.
5. Obey all traffic laws and department guidelines when operating district owned vehicles.
6. Assist with snow removal when assigned.
7. Must be able and willing to work a flexible schedule, including weekends, additional, and various hours as required or assigned.
8. Prepare and submit accurate body repair and maintenance records.
9. Work independently with quality performance while contributing to a positive and professional "team effort."
10. Must have the ability and willingness to communicate effectively and professionally with vendors/suppliers, and co-workers.
11. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure while remaining professional and responsible at all times.
2. Must be able to obtain and maintain appropriate drivers license and endorsements to operate school buses and tow trucks.
3. Must have knowledge and understanding of body repairs and reconstruction of vehicle damage and maintenance.
4. Respond to two-way radio and telephone inquiries in a professional manner.
5. Must be highly organized and detail oriented.
6. Must be a team player with an excellent work ethic and the attitude and flexibility to do what



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it takes to get the job done.

7. Must have the ability to identify important and/or emergency situations and respond accordingly.
8. Knowledge and understanding of state and federal mandated school bus body/vehicle standards.
9. Must have the ability to listen effectively and speak respectfully when communicating with drivers, other staff members, building staff, and vendors.
10. Must have the ability to read and understand a map when responding to service calls.

EXPERIENCE:

1. Must have a minimum of two (2) years body repair and fleet maintenance or equivalent experience.
2. Must have a valid driver's license and clean driving record.
3. Driving and towing experience on narrow streets, congested neighborhoods, and busy highways in all weather conditions preferred.
4. Experience in a fast paced environment that requires multi-tasking.
5. Ordering supplies to maintain an inventory while minimizing overhead.
6. Working and communicating with vendors to obtain quality supplies within budgetary constraints.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Exposure to paint, solvents, chemicals, and fumes related to body repairs.
2. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
3. Exposure to slippery, wet, and snowy conditions while walking and driving.
4. Exposure to road construction, unsafe drivers, "road rage," and congested traffic conditions when responding to emergencies that occur on the roadways.
5. Possible exposure to body fluids and airborne pathogens.
6. Exposure to temperature extremes.
7. Will be required to leave main work site and district boundaries.

PHYSICAL DEMANDS:

1. Respirator compliance required while painting, sanding, and/or working with solvents or chemicals.
2. Ability to bend, kneel, and lift 50 pounds during the course of the normal work day.
3. Ability to effectively work within an often overcrowded, noisy, and distracting environment.
4. Ability to maintain balance while climbing and/or standing on a ladder.
5. Ability to physically work in small, confined areas.
6. Ability to work in extreme weather conditions and for long hours.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business



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necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a 12-month position. Salary per DUTU agreement and as approved by the Board of Education.

EVALUATION:

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____