



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
MECHANIC

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Mechanic

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman

SUPERVISES: The maintenance and 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 U46 through the highest level of maintenance and repair standards.

ESSENTIAL FUNCTIONS:

1. Maintains vehicle compliance utilizing the Illinois Department of Transportation and federal standards.
2. Maintains the highest level of work performance and completes repairs as assigned while upholding high safety standards and maintaining a clean and organized shop area.
3. Maintains appropriate set of personal job related tools.
4. Possesses the ability and knowledge to safely operate the district tow trucks.
5. Obeys 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 varied hours as required or assigned.
8. Prepare and submit accurate repair and maintenance records.
9. Work independently with quality performance while contributing to a positive and professional "team effort."
10. 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 diesel and gasoline vehicle repairs 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 it takes to get the job done.
7. Must have the ability to identify important and/or emergency situations and respond accordingly.
8. Knowledge of State and Federal mandated requirements regarding the repair and



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- maintenance of school buses.
9. Must have the ability to listen effectively and speak respectfully when communicating with drivers and other staff members.
 10. Must have the ability to read and understand a map when responding to “service calls.”

EXPERIENCE:

1. Must have a minimum of four (4) years fleet maintenance and repair experience or equivalent.
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.

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

PHYSICAL DEMANDS:

1. Ability to bend, kneel, and lift at least 50 pounds during the course of the normal work day.
2. Ability to effectively work within an often overcrowded, noisy, and distracting environment.
3. Ability to maintain balance while climbing and/or standing on a ladder.
4. Ability to physically work in small, confined areas.
5. Ability to work in extreme weather conditions and 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 necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a 12 month position. Salary and benefits as established by the Board of Education.



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EVALUATION:

If this position is filled from within the transportation department, during the first 90 day “new position” probation 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: _____