Fayette County Public Schools

Job Description: Transportation Mechanic

**Purpose Statement**

The job of Transportation Mechanic was established for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics; and ensuring that tools and materials are available at job site.

**Essential Functions**

* Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
* Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
* Drives a bus when necessary.
* Diagnoses vehicle malfunctions (e.g. using computers, analyzers, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
* Fabricates parts for the purpose of providing items necessary for repairs.
* Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
* Installs vehicle components, parts, and accessories (e.g. glass, cameras, brakes, starters, engines, etc.) for the purpose of ensuring vehicles can operate in a safe manner.
* Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools, equipment and safety within the workspace.
* Performs minor bodywork (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
* Performs road check during inclement weather for the purpose of ensuring it is safe to operate buses on the roadways.
* Performs routine vehicle maintenance program (e.g. oil change, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
* Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
* Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, exhaust systems, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
* Responds to road calls regarding disabled vehicles (e.g. on call seven days a week)) for the purpose of performing emergency repair work in the field.
* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: setting priorities; adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current and emerging industry issues; methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 45% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience**

Job related experience within specialized field is required

**Certificates and Licenses**

Must obtain a Tennessee CDL Driver’s License with P&S endorsements

**Clearances**

Criminal Justice Fingerprint/Background Clearance