

MERIDIAN SCHOOL DISTRICT

JOB DESCRIPTION

DISTRICT MECHANIC

JOB SUMMARY

Perform work in the repair, service and maintenance of school buses (both gasoline and diesel powered), school district vehicles, grounds maintenance equipment, and other district equipment as required.

Employees may be transferred or reassigned to other Mechanic positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Mechanics classification.

MINIMUM QUALIFICATIONS

Successful completion of trade school Diesel Technology program or equivalent; Preference will be given to applicants having experience working with gas/natural gas transportation equipment.; Ability to trouble shoot vehicle that will not start and be able to start vehicle; High school graduation or equivalent; Must be 21 years of age.

SPECIAL REQUIREMENTS

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license; class B, CDL with appropriate endorsements; school bus driver authorization; first aid qualified (eight-hour Red Cross or equivalent); excellent driving record; successfully meeting all requirements of WAC Chapter 392-144 (drug, disclosure, fingerprinting).

ESSENTIAL FUNCTIONS:

1. Diagnoses malfunctions, determines repair, service and maintenance requirements and repairs or adjusts equipment for proper operation.
2. Operates battery chargers, valve re-facing and reseating machines, compression gauges, torque wrenches, welding (Acetalene and Arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, drills, presses, air wrenches, small lathe, and other tools, equipment and machines required for performing repair and maintenance of motor vehicles
3. Overhauls and rebuilds engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.
4. Repairs and rebuilds generators, alternators and all other electrical components utilizing testing devices and machine equipment as required.
5. Performs general tune-ups, utilizing diagnostic equipment.
6. Makes minor roadside repairs, as required, or tows disabled vehicles to the maintenance shop.
7. Repairs and replaces seats, glass, sheet metal, latches and other body components and assemblies.
8. Inspects and verifies completed work, as needed, reviews recorded time and parts used on jobs, maintains vehicle record files and controls parts stock level.
9. Evaluates needs and recommends purchase of new or replacement shop equipment, machines, tools and related items.
10. Purchases parts, materials and supplies required for proper maintenance of fleet related equipment and shop facilities along with working with subordinates as needed to overhaul and rebuild of engines.
11. Assists and recommends changes and additions to bus specifications, in writing to Supervisor in the interest of safety, durability and maintenance economy for bus purchasing.
12. Changes oil and filters, installs anti-freeze and snow chains, repairs tires, changes tires, adjusts brakes, lubricates chassis, wheel bearings and other assemblies, as required. Performs all required preventive maintenance and regular bus safety inspections.
13. Yearly, arranges bids from local commercial shops for repairs, which exceed the capability of the District garage. Assist in evaluating bids and recommends and awards to the lowest bidder who will best serve the needs of the District.
14. Assumes responsibility for working with the Washington State Patrol on school bus inspections.
15. Drive school buses as needed in emergency situations.

16. Assists in the cleaning and organization of the shop, parts room and other maintenance facilities.
17. Performs related duties, as required.

MENTAL DEMANDS

Requires performing intermediate level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read and understand the operation, safety and health standards, and procedures; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, negotiation, conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

PHYSICAL DEMANDS

Working around and under heavy buses and power machinery requires constant safety awareness; required to lift, move and position heavy objects in excess of forty (40) pounds; required to stand for prolonged periods; exposed to high noise levels from buses and machinery; required to take precautions to avoid exposure to fumes and chemicals; required to work outdoors in inclement weather on emergency repairs; required to wear protective clothing. Physically able to maneuver and control a school bus under all driving conditions; able to use all hand/or foot operated controls and equipment found on school buses;; able to perform basic first aid, which may include CPR, may be exposed to infectious diseases; may be required to restrain out-of-control students.

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Aaron Jacoby, Director of Special Services, at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.