

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title Journeyman Bus Mechanic
Supervisor's Title Lead Bus Mechanic
Date Prepared 6/99 **Date Reviewed** _____ **Date Reviewed** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Aprvl _____ **GCEA Review** _____ **HRM Aprvl** _____ **Supt Aprvl** _____
Location Bus Shop **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

Performs preventive and general, on-going, repair and maintenance of school bus fleet. Trains and monitors the progress of apprentice mechanics as part of the district approved apprentice program. Trains bus operators in pre-trip and post-trip inspections and in the operation and maintenance of the school buses. Assures the continuity of shop activities in the absence of the Lead Mechanic.

Essential Functions

Performs general maintenance and repairs on school buses. Performs preventive maintenance inspections (PMI's).

Troubleshoots, repairs and rebuilds engine components, transmission, drive train, suspension, cooling system, electrical/electronic system, fuel system, hydraulic air system, brakes. steering and exhaust system.

Performs various modifications to buses as directed.

Performs state safety inspections.

Performs some arc and acetylene welding.

Designs and fabricates specialty and other equipment as directed.

Trains apprentice mechanics and may directly supervise hourly helpers.

Performs minor bus body repairs.

May be required to wear pager to share 24 hour on-call assignment to service Granite District and any other district school bus that may need assistance (repair or towing) in the general service area..

Orders and pick up parts and other items needed for specific jobs.

Completes necessary documents for maintenance records.

Responsible for shop cleanliness.

Assists in the training of school bus operators in pre-trip and post-trip inspections and in the operation of the school bus.

Non-Essential Functions

Occasionally other duties as assigned within skill level.

Required Knowledge, Skills and Abilities

Must have a working knowledge of appropriate hand tools, power tools, measuring devices and testing equipment unique to school bus repair and maintenance. Needs skill in oral and written communication and interpersonal relations.

Minimum Entrance Requirements for Training and Education

Requires high school diploma or equivalent plus two years of formal training in mechanics. The specific curriculum for training is contained in the district approved apprentice program. Must be a certified State Vehicle Inspector. Must maintain valid Commercial Drivers License with passenger, air brake and school bus endorsements. Must pass random drug and alcohol test. Must attend classes and seminars to update information and skills as needed.

Minimum Entrance Requirements for Prior Work Experience

Requires a four year carefully monitored apprenticeship as outlined in the district approved apprenticeship program with demonstrated and documented competence.

Note: The district administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

Decision Making Authority

Determines repairs, replacements needed and the tools, equipment and materials required by each job. Orders parts and materials needed. Makes work assignments to and monitors performance of apprentices and hourly helpers. Determines safe and effective approaches to needed repairs. Checks quality and timeliness of warranty work consigned to outside shops.

Interaction with Others (Cooperative, Non-Authority)

Interacts with maintenance departments, bus drivers, vendors and outside shops, Utah Highway Patrol inspectors, school administrators, teachers and students.

Supervision

May supervise the work of apprentices and other helpers. Evaluates performance.

Working Environment

Frequent interruptions of work requiring accuracy and concentration. Must meet

frequent deadlines. Works in conditions of dirt, grease, oil, cold, heat, noise, chemical exposure and confined areas.

Physical Demand

Some situations may be physically hazardous and most work requires frequent physical exertion. Lifting and moving does not exceed items weighing over 100 pounds.

Note: Must provide own hand tools with help from district monetary allotment.