

JOB DESCRIPTION

Title of Position: Transportation Assistant Mechanic

Pay scale : \$18.00 - \$19.62

Primary Job Function: Maintain spare buses in an “always ready state.” Assist shop personnel in maintenance of corporation owned equipment. Perform work assigned by the Shop Supervisor and Transportation Director.

Status: Employee: Full time

FLSA Overtime Status: Not Exempt: Eligible

Bargaining Unit Status: Excluded

Approved by Board: September 11, 2017

Supervised and Evaluated by: Shop Supervisor and/or Director of Transportation

Evaluation Period: Annually or as needed.

Minimum Qualifications and Credentials Required:

1. **Educational Requirements:** High School diploma and technical/mechanical training is preferred and a mechanical background is a plus.
2. **Possess Skills and Knowledge:** Skills to safely and properly operate vehicles and equipment needed to perform job. Be able to accept direction from the supervisor and perform duties as directed. General knowledge of diesel engine operation and starting procedures. Desire to obtain ASE certifications and participate in continuing education when possible.
3. **Other:** Must hold or be able to obtain a CDL within the first 90 days of employment. CDL training provided by Avon Community School Corporation.

Essential Functions:

1. Maintain spare buses in an “always ready state.”
2. Monitor damage and cleanliness of spare units used for subs/field trips.
3. Start buses on cold days.
4. Respond to road calls as needed and directed.
5. Maintain parking area and plow lot as needed.

6. Monitor and repair electrical cords.
7. Pick up parts and deliver buses as needed.
8. Maintain the bus garage in a clean and orderly manner free of hazards.
9. Support and assist technicians in repairs as needed.
10. Make minor repairs as instructed/needed.
11. Comply with national, state, local, and federal regulations.
12. Perform oil and coolant checks as requested.
13. Notify the Shop Supervisor, when the job requires special equipment.
14. Report problems with equipment to Shop Supervisor.
15. Help maintain and organize parts storage room as required.
16. Notify the Shop Supervisor in the event of theft or vandalism.
17. Be an example of exemplary adult behavior for students.
18. Project a genuine care and concern for all students and corporation owned equipment.
19. Accept direction from the supervisor and follow through with those directions.
20. The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing/pulling, frequent climbing and balancing, crouching/crawling, and significant finger/hand dexterity. Generally the job requires 5% sitting, 15% walking and 80% standing. The job is performed under extreme temperature variations and some hazardous conditions.
21. Comply with all Avon Community School Corporation policies/guidelines/procedures and protocols.

AVON SCHOOL CORPORATION DOES NOT DISCRIMINATE ON THE BASIS OF PERCEIVED OR ACTUAL AGE, SEX, RACE, GENDER, SEXUAL ORIENTATION, COLOR, NATIONAL ORIGIN, RELIGION/CREED, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LOCAL, STATE OR FEDERAL LAW.

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