

Job Description, Mechanic

412.01R3

The mechanic will be assigned by the superintendent of schools and supervised and evaluated by the superintendent. His or her duties shall include, but not be limited to, the following:

- I. Maintaining all district-owned vehicles in safe and efficiently operating condition and developing plans for preventive maintenance.
- II. Completing general mechanical work on buses, cars, and other school owned motors.
- III. Making mechanic related purchases in accordance with budgetary limitations or district policy.
- IV. Maintaining safety standards in conformance with state and insurance regulations. Maintaining a program of preventive maintenance and vehicle safety.
- V. Cooperating and working with the superintendent, transportation supervisor, and other staff members responsible for planning school vehicle trips and usage.
- VI. Submitting all reports required by the superintendent of schools, the Nebraska Department of Education, and the Nebraska Department of Motor Vehicles.
- VII. Conducting vehicle safety inspection programs.
- VIII. Completing the required training and physical examinations necessary to operate a school bus and other vehicles owned and operated by the school district.
- IX. Performing other tasks and duties as assigned.
- X. Minimum physical activities:
Having the ability to perform the physical activities and work in the environmental conditions as follows:
 - A. Must occasionally work in noisy and crowded environments with numerous interruptions.
 - B. Requires stooping, bending, kneeling, turning, balancing, and reaching.
 - C. Requires driving.
 - D. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
 - E. Must work indoors and outdoors year-round.
 - F. Must work in and around dust, fumes, odors, and or solvents.
- XI. Minimum educational and preparation requirements:
 - A. High school diploma or equivalent.
 - B. Mechanical experience required.

Legal Reference: §79-318(12) State Board of Education, Powers and Duties
§79-601 – §79-613 Pupils, Transportation, Buses

Adopted: October 9, 2007

Revised: August 10, 2015