

**WEST CLARK COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**Vehicle and Equipment Maintenance Mechanic**

**Reports To:** Assistant Superintendent  
**Evaluated By:** Assistant Superintendent  
**FLSA Status:** Nonexempt  
**Prepared By:** Tom Brillhart/Todd Voigt  
**Prepared Date:** September 2017  
**Approved by:** Chad Schenck  
**Approved Date:**

**Position Goal:** The mechanic will be responsible for working with the director of transportation with on-going maintenance and repair of all West Clark Community School Corporation vehicles and mechanical devices. These may include buses, vans, cars, mowers, generators, etc.

**Essential Duties and Responsibilities** include the following:

**PRINCIPAL RESPONSIBILITIES AND DUTIES**

1. Examine and discuss with supervisor and/or operator the nature and extent of damage or malfunction. Must provide plan for correction of this problem.
2. Respond to requests of information and services in a prompt, efficient and friendly manner.
3. Keep all tools and equipment clean and located in their proper place when not in use.
4. Perform system repairs on brakes, transmission, electrical system, cooling systems, exhaust and intake systems on all corporation vehicles and mechanical devices.
5. Perform routine service maintenance on diesel buses and other transportation equipment.
6. Keep personal appearance clean and professional.
7. Maintain equipment and tools in proper working order and keep the work area clean and safe. (Personal tools usage is appropriate, and preferred.)
8. Manage and schedule corporation vehicles for periodic maintenance.
9. With the authorization of supervisor, this position is required to order parts and supplies deemed necessary in performing work assignments.
10. Ensure the safety and security of corporation property.
11. Strives constantly to promote the safety, health, and comfort of the students and employees.
12. Assist and handle road service calls (and if feasible) make the repairs necessary to get the vehicle back in service.
13. Specific area(s) of responsibility will be assigned by the Assistant Superintendent of Operations.
14. Perform other duties as assigned by immediate supervisor.

**QUALIFICATIONS:**

1. Minimum of high school diploma or equivalent.
2. The applicant must possess or be willing to obtain, a valid Indiana CDL (Commercial Driver's License) with a school bus endorsement. Must have a good driving record.
3. Applicant should have a minimum of three (3) years of mechanical experience, and be A.S.E. certified in Medium/Heavy Truck Specialty and School Bus Technician (or equivalent combination of education and experience).
4. Sufficient experience to insure the proper knowledge and skills in the maintenance and repair of diesel and gasoline engines. (Must be familiar with International Max Force 7 – V8 Engines and Allison transmissions.)

**Language Skills:**

Demonstrate interpersonal skills necessary to deal tactfully and effectively with persons at all levels in order to develop and maintain productive relationships both inside and outside the corporation. Possess ability to read and interpret documents such as safety procedures, operating and maintenance instruction, electrical schematics, troubleshooting flowcharts and procedure manuals. The individual must have the ability to understand written explanations. The individual must demonstrate the ability to generate written work orders, checklists and time sheets. The individual must be able to speak effectively to individuals in relaying verbal instructions or concerns. Ability to work independently as well as in a team environment. Ability to maintain high level of confidentiality both inside and outside the corporation. Promotes good public relations for the school district and community.

**Reasoning Ability:** The individual must be able to apply common sense understanding and to establish priority order of tasks necessary to complete an assignment. The individual must be able to demonstrate the ability to convey these understandings and priorities to others.

**Other Skills and Abilities:** The individual must be able to use machines, tools, equipment and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., hand tools, hammers, screwdrivers, wrenches, power tools, drills, and applicable vehicle repair equipment. Ability to learn new skills quickly and assimilate into daily work. Ability to multi-task with attention to detail. Demonstrate organizational and time management skills.

**Hours:** This position is typically expected to work an average of 8 hours per day with 30-minute lunch period. Summer hours will be adjusted as per the Superintendent to assure adequate coverage throughout the summer period. Evening, weekend and holiday activities will be scheduled as necessary. Maintains regular attendance to provide optimal service to job related responsibilities. Follows system guidelines for time reports through the appropriate use of Time Card Plus.

**Physical Demands:** The physical demands described here are representative of those that must be met by all transportation mechanics. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Terms of Employment:** The term of employment is twelve (12) months per year as per the Memorandum of Understanding. Salary to be established by the School Board of Trustees.

**Job Performance Evaluator:** Primary – Assistant Superintendent of Operations; Secondary – Superintendent. Performance of this job will be evaluated in accordance with the provisions of WCCS Board policy on Evaluation of Classified Personnel.

**Mission Statement**

We will provide and encourage, with community involvement, broad educational opportunities that prepare students to reach their full potential and to become contributing members of society in a changing world.

**AN EQUAL OPPORTUNITY EMPLOYER**

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Employee Date

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Assistant Superintendent Date