

JOB DESCRIPTION

JOB TITLE: Journeyman Mechanic

Report Identification Code: edtjrm

Job Purpose Statement: The job of "Journeyman Mechanic" is done for the purpose of determining needed repairs and/or replacements for vehicles and heavy equipment; maintaining a preventive maintenance program; ensuring the availability of vehicles in safe operating condition; and providing written documentation of repairs to meet district, local, state and federal requirements.

Essential Job Functions:

- * **Diagnoses** potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- * **Executes** preventive vehicle maintenance programs for the purpose of maintaining vehicles in safe operating condition.
- * **Maintains** tools, equipment, parts inventory and shop area for the purpose of ensuring the availability and safe, operational condition necessary to complete work activity in a timely manner and within a safe work area.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Repairs** and/or replaces vehicle parts, systems and/or components for the purpose of ensuring availability of vehicles in safe operating condition.
- * **Procures** materials, parts, and/or equipment for the purpose of ensuring availability of required items to complete work assignments in a timely manner.
- * **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.
- * **Operates** school bus or other motor vehicles for the purpose of transporting students and passengers during emergency situations.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** training and/or classes for the purpose of maintaining skills and/or meeting credential requirements.
- * **Coordinates/assists** transportation staff, other personnel and/or contractors for the purpose of completing projects and/or work orders efficiently.
- * **Performs** minor body work for the purpose of maintaining the appearance and safe operation of vehicles.

Essential Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility

* **Skills, Knowledge and/or Abilities Required:**

Skills to: operate and maintain gas and diesel engines; operate hand and power tools and equipment relating to vehicle maintenance; administer appropriate assessment instruments and techniques; apply pertinent regulations, codes and specification; perform multiple specialized technical tasks; use English in both written and verbal form to communicate effectively with staff, vendors and/or contractors; perform basic arithmetic calculations; and plan and manage projects.

Knowledge of: vehicle maintenance and repairs; methods and use of materials, tools and equipment used in the trade; safe working methods and procedures; and pertinent regulations, codes and specifications.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; work cooperatively with others; prepare and maintain accurate records; make judgments based on common sense; and work accurately, with attention to detail and with minimal supervision.

Significant physical abilities include standing for prolonged periods, lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision, exposure to fumes, gasses and odors.

* **Training Required:** Proficiency in trade and/or journeyman status

* **Education Required:** High school diploma or equivalent

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability and be at least 21 years of age; drug/alcohol testing clearance; DOT physical; possession of a Class B Commercial Driver's License (CDL) with school bus endorsement without an airbrake restriction, or the ability to obtain within 90 days of hire; Idaho State School Bus Driver's Certification; first aid and CPR certification.