

JOB DESCRIPTION

JOB TITLE: Mechanic

Report Identification Code: edtmec

Job Purpose Statement: The job of " Mechanic" is done for the purpose of determining needed repairs and/or replacements on vehicles and heavy equipment; 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.
- * **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.

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.
- * **Coordinates/assists** transportation staff and other personnel 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
- * **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; apply pertinent regulations, codes and specification; perform single specialized technical tasks; use English in both written and verbal form to communicate effectively with staff, vendors and/or contractors; and perform basic arithmetic calculations.

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; plan and manage projects; 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:** Some job-related experience
- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; valid driver's license and evidence of insurability; drug/alcohol testing clearance; DOT physical; Idaho State School Bus Drivers License