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**TITLE:** Mechanic – (Certified)

**QUALIFICATIONS:**

1. High school diploma or GED
2. Alabama Bus Mechanic Certification and Bus Driver Certification
3. Hold a current Department of Transportation (DOT) physical certificate and/or an Alabama Bus Driver Physical
4. 3 years experience as a mechanic preferred

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** Assist the Transportation Supervisor in maintaining the safety of vehicles by performing skilled duties in the maintenance and repairs of automotive and related equipment and assisting to coordinate bus driver responsibilities and schedules.

**JOB DUTIES:**

1. Proficient in diagnosing problems, and repairing of district automotive equipment.
2. Maintain a current inventory of supplies and equipment.
3. Establish an efficient and effective system of routine automotive maintenance and preventive care.
4. Maintain a system for the receipt and use of parts and supplies and the keeping of records and inventories.
5. Promote high standards of safety and good housekeeping methods in all work connected areas.
6. Remove, repair, reassemble, and replace transmissions, clutches, fuel pumps, starter, and generators, in addition to all parts contained in the motor block transmission or other assemblies.
7. Balance wheels, reline brakes, set points, and rebuild front ends, shock absorbers, king pin bushings, and related parts or mechanisms, repair seats and provides maintenance.
8. Use such instruments as machines and tools, a timing light, tachometer tester, sander, volt, and ampere meter tester.
9. Perform assigned duties relative to building and equipment maintenance including, but not limited to, painting, replacing windows, minor plumbing, minor electrical, minor carpentry, and roofing.
10. Perform related work as required.
11. Assists the Transportation Supervisor in coordinating bus driver responsibilities and schedules.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14. Perform other duties as may be assigned.

