

**STOW-MUNROE FALLS CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**               **HEAD MECHANIC**  
                             **File 706**

**Reports to:**       Transportation Supervisor

**Job Objective:**   Manages an ongoing maintenance program for district vehicle.

**Minimum**       · High school diploma or GED. Post-secondary commercial vehicle maintenance training or work

**Qualifications:**

- experience is required.
- An acceptable score on a written pre-employment test.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Ability to comply with safety and environmental regulations.
- Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Ability to pass and maintain an active T-8 physical.
- Ability to lift ninety pounds and physically manage bulk products and heavy unwieldy equipment.
- Position is subject to a medical examination after an applicant is offered a position.

**Essential**       · Provides technical expertise and manual skill in the inspection, servicing, and repair of district

**Functions:**     vehicles. Recommends effective procedures to deal with emergency repairs. Helps coordinate annual state patrol bus inspections.

- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers district policy/procedure questions to administrators.
- Keeps current with local, state, and federal school bus safety and environmental regulations.
- Teaches bus drivers how to recognize problems before they result in an equipment malfunction.
- Shares knowledge about advances in operational procedures and equipment technology.
- Learns maintenance procedures for all district vehicles.
- Makes road calls when vehicles become disabled.
- Reports irregularities and equipment abuse to the transportation supervisor.
- Maintains an inventory of essential supplies. Inspects, services, repairs and/or rebuilds equipment.
- Encourages drivers to ask questions and offer suggestions. Tests repaired vehicles to ensure safety.
- Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Keeps the transportation supervisor informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).
- Picks-up and delivers equipment, materials, and other supplies as directed.

- Reports all traffic citations and accidents. Documents all injuries that require medical attention.
- Receives deliveries. Unloads trucks. Inspects packages. Verifies contents with packing lists and purchase orders. Organizes and stores supplies. Validates invoices for payment.
- Takes appropriate action to protect school property. Responds to emergencies as needed.
- Prepares and submits accurate and timely reports, records, and inventories.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Reports vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

## **HEAD MECHANIC**

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<b>Abilities</b>	The following personal characteristics and skills are important for the successful performance
<b>Required:</b>	of assigned duties.
	<ul style="list-style-type: none"> <li>· Acknowledges personal accountability for decisions and conduct.</li> <li>· Demonstrates professionalism and contributes to a positive work environment.</li> <li>· Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.</li> <li>· Maintains an acceptable attendance record and is punctual.</li> <li>· Performs duties efficiently with limited supervision. Strives to meet deadlines.</li> <li>· Prepares accurate and timely paperwork. Verifies and correctly enters data.</li> <li>· Reacts productively to interruptions and changing conditions.</li> <li>· Uses diplomacy and exercises self-control when dealing with other individuals.</li> </ul>
<b>Working</b>	To promote safety, employees are expected to exercise caution and comply with safety regulations
<b>Conditions:</b>	and district policies/procedures when involved in the following situations/conditions.
	<ul style="list-style-type: none"> <li>· Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.</li> <li>· Exposure to adverse weather conditions and temperature extremes.</li> <li>· Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.</li> <li>· Exposure to blood-borne pathogens and communicable diseases.</li> <li>· Interactions with aggressive, disruptive, and/or unruly individuals.</li> <li>· Lifting, carrying, and moving work-related supplies/equipment.</li> <li>· Operating and/or riding in a vehicle. Working near active vehicular traffic.</li> <li>· Performing tasks that require strenuous physical exertion.</li> <li>· Traveling to meetings and work assignments.</li> <li>· Working at various heights, in confined spaces, and/or in variable/diminished lighting.</li> <li>· Working in proximity to moving mechanical parts.</li> </ul>
<b>Performance</b>	Job performance is evaluated according to policy provisions and contractual agreements adopted

**Evaluation:** by the Stow-Munroe Falls City School District Board of Education.

The Stow-Munroe Falls City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.