

**STANWOOD-CAMANO SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**JOB DESCRIPTION**

**TITLE: Mechanic**

Classification: Transportation

REPORTS TO: Transportation Supervisor

**PURPOSE STATEMENT**

The mechanic will be under the direction of the Lead Mechanic and will inspect, service, and repair school buses, cars, trucks, and other district rolling stock and equipment using machinery, test equipment, hand and power tools, gas and electric welding equipment in keeping district vehicles in such a state of operating excellence that they present no problem or disruption to the education program. He/she will establish and conduct a thorough check and inspection on all school buses prior to each Washington State Patrol Inspection and perform service calls for all district vehicles rendering any and all assistance necessary.

**ESSENTIAL FUNCTIONS**

**This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:**

- Change oil and filters, install anti-freeze, adjust brakes, lubricate chassis, wheel bearing, and other assemblies. Perform all required preventative maintenance and regular bus safety inspections.
- Install and remove tire chains
- Perform repairs as directed on the interior and exterior of school district vehicles including but not limited to body work upholstery repair and glass replacement
- Make minor roadside repairs as required or tow disabled vehicles to the maintenance shop.
- Assure hazardous materials are dealt with properly
- Operate batter chargers, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pump compressors, drills, presses, air wrenches, and other tools, equipment and machines required for performing repair and maintenance of motor vehicles and equipment.
- Check and repair or replace tires as needed.
- Perform tear down, overhaul, and assembly of diesel and gasoline engines, transmissions, electrical parts and systems.
- Assists in cleaning and organization of the shop, parts room and other maintenance facilities.
- Completes vehicle maintenance forms and records (i.e., work orders, stock records, etc.)
- Inspect diagnose and repair mechanical defects.
- Drives assigned school bus routes in emergency situations when assigned.
- Performs other duties as assigned.

## **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

### **Skills, Knowledge, and Abilities**

#### *Skills*

- Strong oral and written communication skills.
- Skill in repair of internal combustion, gas and diesel engines

#### *Abilities*

- Ability to read, write, perform basic math, and follow written directions
- Ability to interpret, understand, and apply written labels, charts, and graphs to follow safety rules and regulations.
- Ability to shift priorities without advance notice.
- Ability to follow directions of supervisors and cooperate with co-workers
- Ability to work safely, independently, and with sound judgment
- Ability to comfortably and safely lift, move, or carry objects up to 50 lbs. without assistance
- Ability to pass a pre-employment drug screening test.
- Ability to show tact and good judgment
- Ability to remain calm in stressful situations

#### *Knowledge*

- Knowledge to interpret and follow wiring schematics.
- Knowledge of mechanical tools and their use.
- Knowledge and ability to utilize electronic test equipment and diagnose equipment problems

### **Working Environment**

The work environment characteristics and physical demands described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, stand, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch and bend or twist at the neck and trunk more than the average person. The employee continuously uses hand strength to grasp tools and occasionally climbs ladders. The employee must frequently lift and/or move up to 50 pounds. The employee is exposed to diesel, gas, and welding fumes, dust chemicals, oil, grease, and high temperatures (i.e. running engines). The employee will work in all types of inclement weather. Constant alertness and safety awareness is required. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust and focus. The employee may experience frequent interruptions. The employee requires a great deal of energy and flexibility working in a fast paced shop. The noise level in the work environment may be high when working with power tools and running engines.

**Experience** A minimum of one year of applicable work experience. Heavy equipment and bus experience is desirable.

**Education** High school diploma or GED (General Education Degree). Journeyman mechanic status or equivalent. Vocational or technical training in transportation mechanics may substitute for work experience.

**Special Requirements**

- Valid Washington State Drivers License with a class B Commercial Driver's License (CDL) applicable endorsement to obtain a School Bus Driver authorization from SPI
- Valid First Aid/CPR card or ability to attain one
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Continuing Ed./Training**

Alcohol/Controlled Substance Testing

**Certificates**

Class B CDL  
First Aid, CPR, AED Certificate  
Valid Washington Driver's License

**FLSA Status:**

Non-Exempt

**Salary Range:** Per Public School

Employees negotiated salary (Schedule A)

Classification History

Job Description Developed: 5/01

Revised: 7/08

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*