



Job Title: School Bus Repair Technician/Mechanic

Job Family: Classified

Pay Program: Classified

Job Code:

Typical Work Year: 12 months

SUMMARY: Repair and maintain all district vehicles and equipment

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
1. Repair and maintain school buses, school bus equipment, and support vehicles.	Daily	40%
2. Implementing a preventative maintenance program for district owned vehicle.	Daily	30%
3. Test driving and diagnosing problems on district equipment.	Daily	9%
4. Ordering parts for repair of district vehicles from vendors.	Daily	10%
5. Uses wrenches, gauges, drills, grinders, or other specialized mechanical tools and equipment.	Daily	5%
6. Record keeping of school vehicle maintenance	Daily	1%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School diploma or equivalent.
- Possess a combination of education and technical experience including a minimum of two years diesel service and repair. (ASE certifications preferred)
- 1-2 year experience repairing school bus or related vehicle.
- Valid CDL with applicable endorsement and the ability to obtain an Iowa School Bus Permit.
- Pass background investigation and drug screen.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Iowa driver's license required.
- Commercial driver's license (CDL).
- Current Iowa School bus driver's license certification

PERSONAL PERFORMANCE CRITERIA

- Works well with others, maintaining positive and effective communication with school personnel.
 - Contributes to creating a positive work environment.
 - Demonstrates integrity and respects confidentiality.
 - Arrive on time and works consistently until the end of his/her specific job.
 - Takes advantage of professional growth opportunities related to his/her specific job.
 - Works independently and with confidence.
 - Demonstrates ability to grasp and adjust to new and changing situations.
 - Demonstrates initiative and ability to work without close supervision.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advance mechanical repair skills.

- Oral and written communication skills.
- Critical thinking and problem solving skills.
- Strong collaboration and interpersonal skills.
- Ability to prioritize work and manage multiple tasks with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance vehicles.
- Knowledge of repairing heavy-duty gasoline and diesel vehicles.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of tire mounting equipment, engine diagnosis equipment, computer, scanners, grinders, welders, torches, and lifting equipment.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Transportation Supervisor	

- Supervisory responsibilities - None

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell				X

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X

Dallas Center-Grimes School District is an equal-opportunity affirmative-action employer providing a smoke and drug-free work environment. It is our policy not to discriminate against students and/or staff on the basis of race, color, creed, sex, national origin, religion, age or disability and will provide reasonable accommodations to qualified individual with disabilities.