

CLASS TITLE: Bus Driver/Mechanic's Assistant

Range 15

Basic Function: In addition to all bus driver duties, under the supervision of the Supervisor of Transportation, perform minor and major maintenance and repair on district owned vehicles.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Follow maintenance schedules for all vehicles
Inspect vehicles for potential problems and take corrective action
Perform routine maintenance including replacing belts, cables and hoses
Troubleshoot problems when vehicles are not operating correctly
Make repairs on brakes, transmissions, engines, smog equipment and heating and air conditioning
Routinely clean vehicles inside and out
Assist the transportation supervisor with major overhauls or other two-person operations
Maintain a clean and well organized work area
Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

All major systems on vehicles including brakes, air conditioning, smog, cooling, tires, drive train and electrical.
State and local requirements for bus maintenance
Safety inspection
Operation of hand and power tools
Minor cutting and welding
Minor fabrication

ABILITY TO:

Identify problems and make repairs
Dismantle components, reassemble, install and test
Remain mentally alert and physically capable of handling heavy loads and sustained effort
Identify probable causes of unusual vehicle noises or actions
Keep extensive maintenance and repair records on vehicles
Read and follow complex repair manuals
Operate hydraulic, electrical and air-driven equipment safely and effectively
Interact with staff members, and others in an open, friendly business-like manner

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent

Specialized training in mechanics

Safe equipment operation

Full-time, paid experience in repair of cars, trucks, or buses and/or repair of diesel engines; or equivalent combination of education and experience

WORKING CONDITIONS:

ENVIRONMENT:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee regularly is required to talk or hear. The employee is occasionally required to climb or balance; walk; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 20 pounds up to a height of six feet, and occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 95 pounds to a height of three feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and in is frequently exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is regularly exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock. The noise level in the work environment is usually loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: (6/05) 3/8/07