

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Mechanic	<b>Department:</b> Transportation	<b>Unit:</b> Mechanics
<b>Immediate Supervisor:</b> Transportation Supervisor	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b> <p>Under the direction of the Transportation Supervisor, the Mechanic is responsible for the repair, maintenance and servicing of District buses, vehicles, and equipment. Duties of the position include the diagnosis, repair, maintenance and servicing of District vehicles, buses, tractors, and equipment.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"><li>1. Participates in the diagnosis, troubleshooting, repair and servicing of District buses, vehicles and related equipment. Makes recommendations concerning the cost effectiveness of repairs or replacement alternatives. Locates and purchases equipment or parts to perform repairs.</li><li>2. Performs scheduled preventive maintenance on vehicles, buses and equipment.</li><li>3. Responds to bus and/or vehicle breakdowns in the field; makes repairs and/or makes arrangements for the transport of vehicles to the shop.</li><li>4. Assists in the maintenance of shop repair and maintenance records, files and related service and maintenance documents.</li><li>5. Documents time, parts and supplies utilized in the servicing, repair and maintenance of contracted vehicles and equipment.</li><li>6. Keep service area clean and free of fire hazards and dangerous working conditions according to OSHA standards, laws and District policies/procedures.</li><li>7. Serves as a backup and provides coverage for bus drivers, as needed.</li><li>8. Performs other duties of a comparable level or type, as required.</li></ol>
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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Trade or Vocational Training	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b>	
1 year college	x	2 years college	
3 years college		4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>Techniques, practices and methods of used in the diagnosis, repair and maintenance of equipment, truck, and bus.</li> <li>Fundamentals of inventory control, purchasing and parts ordering procedures. Warranty policies, fleet operation practices and procedures.</li> <li>District procedures, practices, and regulations in regard to equipment and vehicle repair.</li> <li>Laws, rules and guidelines pertaining to the conduct of safety inspections and shop operating requirements.</li> <li>General computer knowledge to maintain and update department files, purchases, repair manuals, records, files and documents.</li> <li>Knowledge of vehicle and equipment values, life cycles, and general budgetary issues.</li> </ul>	
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 3 years experience in the repair and maintenance of buses, trucks, vehicles and equipment.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> ASE Master Technician Certificate for Truck & School Bus; MN DOT Certification Truck Inspection; Class B Driver’s License with School Bus, Passenger and Air Brake Endorsement.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>Oral and written communications.</li> <li>Establishing and maintaining effective working relationships with department personnel, supervisors, vendors, other District employees, or representatives of contracted entities.</li> <li>Diagnosing, repairing, troubleshooting and maintaining autos, trucks, and/or construction equipment and using the tools, equipment, and vehicles associated with this work and determining the most effective and repair options and procedures.</li> <li>Preparing reports, and maintaining records relating to repair and maintenance tasks and to purchasing and inventory control.</li> <li>Operating trucks, heavy equipment and other vehicles, and using the tools associated with maintenance operations.</li> <li>Following shop operations and procedures in accordance with OSHA and safety standards and requirements.</li> <li>Maintaining a safe working environment.</li> </ul>	



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs		X		
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Heavy Work:**

Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

**HAZARDOUS WORKING  
CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Duties of the job involve performing tasks in restricted, confined and difficult work spaces; is subject to burns, cuts an sharp objects; is subject to injuries from moving parts on equipment; is exposed to fumes/exhaust, solvents, and chemicals; duties occasional involve working in and around high-speed traffic, inclement weather conditions, hot and cold temperatures, noise, dirt, dust, and heavy lifting.



**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 6/2016 BCC

