

JOB DESCRIPTION

POSITION: SCHOOL BUS MECHANIC

REPORTS TO: Executive Director, Transportation Manager

JOB SUMMARY: Plan, schedule, repair and preventative maintenance on Cape Cod Collaborative transportation fleet as needed; ensure the availability of vehicles in safe operating condition; and provide written documentation of repairs to meet Cape Cod Collaborative, state and federal requirements.

QUALIFICATIONS:

1. Minimum 3 years documented experience repairing and servicing school buses or medium duty trucks.
2. Demonstrated success in performing a wide variety of tasks requiring a proficient understanding of school bus repair.
3. Ability to overhaul engine on both gasoline and diesel powered trucks and school buses.
4. Valid CDL license with School Bus endorsement, or ability to obtain within 12 months of hire.
5. Knowledge of Registry of Motor Vehicles school bus safety inspection procedures.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

1. Diagnose, remove, and assemble body and chassis components from any vehicle; clean, inspect, rebuild, and assemble new or original parts; reinstall components and make necessary adjustments.
2. Diagnose potential vehicle malfunctions (e.g. using computer diagnostic equipment) for the purpose of determining needed repairs and/or replacement.
3. Inspect, clean, adjust, tighten, and / or repair minor items such as lights, bulbs, lenses, reflectors.
4. Repair items such as kingpins, springs, shocks, leaf springs, spring pins.
5. Perform tune-ups.
6. Replace and repair brakes, steering repairs, electrical repairs, air conditioning, and heat repairs.
7. Replace or repair minor body parts, floors, fenders, and dents.
8. Service buses for maintenance.
9. Perform minor repairs as requested on daily vehicle inspection reports in a timely fashion.
10. Tire repairs; lube oil and filter changes; minor electrical repairs (bulbs, flashers, fuses); mirror replacement; minor road service; service fuels and fluids.
11. Maintain maintenance and repair computer and paper records on vehicles as required.
12. Performs tire work (e.g. changing, balancing) for the purpose of ensuring all buses and equipment are operating on safe tires.
13. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, general property maintenance, etc.

14. Service buses and transportation equipment for the purpose of ensuring a qualified person is able to run the bus on the route.
15. Substitute as a bus driver when needed for the purpose of ensuring qualified person is able to run the bus on a route.
16. Train mechanic helpers for the purpose of helping them learn the correct and safe way to repair and maintain vehicles.
17. Transport various items (e.g. tools, equipment, supplies) for the purpose of ensuring the availability of materials required at the job site.
18. Perform snow removal and general property maintenance, which may occur outside the regularly scheduled work hours.
19. Assist in the starting of vehicles during winter months.
20. Schedule and coordinate warranty service on appropriate vehicles.
21. Be “on call” outside of regular work hours as necessary for emergency breakdowns and service, as well as snow removal and general property maintenance.
22. Inspect and repair vehicles prior to Registry of Motor Vehicle inspections.
23. Maintain inventory of parts and supplies.
24. Perform other duties as determined by the Transportation Manager or Executive Director.

The job descriptions are intended to be an outline and summary of the duties to be performed by personnel. In each instance, it is expected that employees will perform whatever duties are necessary to carry out the Cape Cod Collaborative’s transportation functions, as indicated by the Executive Director or the Board of Directors.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each of the above-listed duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills and / or responsibilities required.*

SKILLS

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in bus maintenance; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE

Knowledge is required to perform basic math, including calculations using fractions, percentages, and / or ratios; read technical information, compose a variety of documents, and / or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures and provisions of the Massachusetts Motor Vehicle Code applicable to the operation of school buses.

ABILITIES

Ability is required to schedule activities, meetings and / or events; gather, collate, and / or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of processes. Ability is also required to work with a diversity of individuals and / or groups; work with data of varied types and / or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and select action plans. Problem

solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; and working with detailed information / data.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and / or methods; leading, guiding, and / or coordinating others; and operating within a defined budget. Utilization of some resources from other work unites may be required to perform the job's functions. There is a continual opportunity to significantly impact the Cape Cod Collaborative's services.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. Generally the job requires 10% sitting, 45% walking, and 45% standing. The employee is frequently required to use hands including significant finger dexterity to handle or feel objects, tools, or controls; and to stoop, kneel, crouch, and crawl. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and / or move up to 40 pounds, such as student equipment and wheelchairs. The employee may occasionally physically assist students with disabilities. Specific vision abilities required by this job include peripheral vision, and close vision such as reading typewritten material.

The noise level in the work environment can be low to moderate to loud. The employee may be required to interact with the public, parents and other staff. The employee may be responsible for the safety and well-being of students. The job is performed under some temperature extremes and some hazardous conditions.

The information contained in this job description is not an exhaustive list of the duties performed for the position. Additional duties may be required. The job description is intended to be an outline and summary of the duties to be performed. Employees are expected to perform whatever duties are necessary to carry out the Cape Cod Collaborative's business functions, as determined by the administrators or Board of Directors.