

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: **Transportation Mechanic (W26)**

Job Family: 07

Department: Transportation

Lane Placement: 9

Supervisor's Title: Director of Transportation, Shop Coordinator

Contract: 245 Days

FLSA Classification: Non-Exempt

Hours per Day: 8

Original date: 12/90 Revised: 06/93 Revised: 07/08 Revised: 07/15 Revised: 01/21**GENERAL FUNCTION**

Under the supervision of the Director of Transportation and Shop Coordinator, the **Transportation Mechanic** holds primary responsibility for the high quality, timely repair and maintenance of District vehicles.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Responsible for major and minor repair and maintenance of District vehicles, including gas, CNG and diesel. Work is performed on buses, cars, pickups and delivery trucks.
- Complete assigned work orders in a timely, safe and efficient manner.
- Determine whether vehicles meet State Inspection standards, and State and Federal Emissions standards. Assist in maintaining District records regarding vehicle inspections. Maintain personal license to perform emission and inspection testing.
- Ensure all vehicles operate in a safe manner prior to leaving the shop. Assist in making determinations to place busses out of service if needed.
- Perform diagnostic testing on complex and routine systems using appropriate tools and computer related software. Follow up on problems reported by drivers. Diagnose and resolve mechanical problems which may include engines, drive trains, transmissions, electrical systems, brakes, CNG systems, etc. Document work activities for tracking purposes.
- Make recommendations about repairs, materials, supplies and equipment as it relates to vehicle repair and safe operation.
- Perform vehicle body work, including repair of dents, paint, glass repair, panels, seats, etc.
- Regularly clean the shop area and associated tools. Maintain a safe environment.
- May perform one or more of the following specific duties as assigned (e.g. order parts following established procedures; train drivers on bus operation and maintenance; work with vendors to resolve problems; perform fabrication or welding duties; install and repair GPS systems; troubleshoot two-way radio; repair lift gates or hydraulic issues; etc.)
- Assist in implementing and maintaining a District preventive maintenance program.
- Share emergency on-call duties with others. Some of these may be "on-the-road" and after hours.
- Employee is required to wear department provided uniforms and steel-toe footwear.
- This position requires punctual and regular daily attendance at work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two years of work experience at a Transportation mechanic level with demonstrated competence in various automotive shop work.
- Requires four years participation in the mechanic apprenticeship program in which the journey level recognition was acquired or equivalent work experience.
- Requires current certifications (e.g. State safety, emissions and CNG inspections).
- Requires a valid Utah Commercial Driver License with required endorsements.
- ASE Certification preferred.
- Ability to prioritize work and complete multiple projects with tight deadlines.
- Requires ability to perform complex mechanical repairs and computer system diagnostics. Ability to make independent judgments and decisions on complex repairs.
- Must demonstrate competence in reading, writing and math.
- Requires journey level skills in the maintenance and repair of large buses, trucks and automobiles. Knowledge of alternative fuels preferred.
- Must be able to work well with shop personnel.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must keep skills current as new technologies are utilized.
- Requires effective interpersonal skills. Interacts with transportation employees and school or District employees.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Trade specific tools, machines and equipment.
- District vehicles (e.g. buses, white fleet trucks and cars, driver education cars).

**Physical Requirements – Not limited to the following:**

- Requires occasional lifting:
  - Static floor to overhead lift 80 pounds
  - From floor to waist lift 100+ pounds
- Requires occasional gripping of 90 pounds, fine motor dexterity and pinch, kneeling 90% of 1 hour, crouching 90% of 1 hour, overhead work up to 1 hour and single hand various positions of 38 pounds.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, grease, cold, heat and vibration.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**