

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Transportation Mechanic Senior (W08)	Job Family: 07
Department: Transportation	Lane Placement: 10
Supervisor's Title: Director of Transportation & Shop Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>12/90</u> Revised: <u>06/93</u> Revised: <u>7/08</u> Revised: <u>07/15</u> Revised: <u>01/21</u>	
Revised: <u>10/21</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Transportation and Shop Coordinator, the **Transportation Mechanic Senior** provides day to day work direction and training of mechanics as assigned. Ensure mechanics are operating in a safe and effective manner. Coordinates work orders and work assignments for mechanics. Responsible for 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 high quality and timely repair and maintenance of District vehicles (e.g. Administration vehicles, buses, maintenance trucks and cars, driver education cars).
- Coordinate work orders and prioritize, schedule and assign work to mechanics and other shop personnel. May open and close shop as needed.
- Determine whether vehicles meet State Inspection standards, and State and Federal Emissions standards. Assist in maintaining District records regarding vehicle inspections.
- Ensure busses operate in a safe manner prior to leaving the shop. Make determinations to place busses out of service.
- Perform as a specialist in automatic transmissions and electrical systems (e.g. resolve problems with state-of-the-art computerized systems on vehicles and components).
- Follow up on problems reported by drivers. Diagnose mechanical problems and assist mechanics in resolving them. Review and evaluate completed work. Participate in vehicle repairs from UHP inspections.
- Assist in training all shop personnel and seeing that appropriate standards of performance are achieved and maintained. Provide input for shop personnel evaluations. Act as a resource for shop personnel.
- Assist director and shop coordinator in developing, implementing and maintaining a District preventive maintenance program and shop safety program.
- Assist in maintaining proper inspection certifications and licenses of mechanics.
- Provide leadership for the shop in the absence of the shop coordinator.
- Make recommendations about materials, supplies and equipment as it relates to vehicle repair and safe operation. Make recommendations on major items of repair or replacement.
- On call for emergencies 24 hours a day. 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 four 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.
- Prior successful supervisory experience preferred.
- Requires successful completion of ASE School Bus Certification Tests for Master School Bus Technician status within 6 months of hire date.
- 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 advanced specialist level skills in the maintenance and repair of large buses, trucks and automobiles. Must be knowledgeable in alternative fuels.
- Must exercise administrative skills and be able to motivate and 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.*