**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Mechanic

**TITLE OF SUPERVISOR:** Director of Transportation and Bus Shop Supervisor

**SALARY**: Salary is reflective of the Neshoba County School District salary schedule.

**JOB GOAL:** To provide a smooth operating, efficient, cost effective, and safe transportation system for students to include to and from school and extracurricular activities.

**QUALIFICATIONS:**

A satisfactory driving record

A satisfactory work record

High school graduate or equivalent

Valid Mississippi Class B, Commercial Driver License with a "P" and “S” endorsement within 90 days of employment.

Knowledge and experience to perform gas and diesel engine repairs, complete engine

overhauls, general mechanics, and other related duties

Experience in body repair of large vehicles must be insurable by district insurance carrier must be physically able to lift heavy weights

Must be able to communicate effectively with bus drivers

Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

**DUTIES AND RESPOSIBILITIES:**

***Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.***

1. Performs major and minor engine repairs and replacement of parts on school buses, cars, trucks, and other district equipment.
2. Performance of body repairs, including minor bodywork, painting, glass and seat repairs.
3. Ability to operate diagnostic scan tools (tablet software).
4. Diagnose and repair vehicles for issues pertaining to engines, transmissions, electrical, suspension, brakes, and air conditioning.
5. Performs any repairs needed and makes adjustments (oil changes, light changers, wiring.
6. Performs quarterly safety inspections and writes reports.
7. Ensures all buses meet and are in compliance with all state and federal regulations.
8. Repairs transmissions, differentials, front and rear axle assemblies.
9. Takes down, repairs, and reassembles air compressors, pumps, and related equipment.
10. Services vehicles with fuel, oil, air, water, and fluids on a rotational basis.
11. Responds to vehicle breakdown emergencies to include nights and possible weekends,
12. Maintains appropriate certifications and training hours, as required.
13. Maintains shop area, restrooms, facilities, and tools in a clean, safe condition.
14. Ensures proper disposal of oils, fluids, and tires to meet the requirements of the EPA.
15. Drives any bus routes that may be required as assigned by supervisor.
16. Performance of other duties as deemed necessary by supervisor, thus carrying out all assigned duties efficiently and promptly.
17. Attends work regularly and is punctual.
18. Self motivated.