

**Rensselaer Central Schools Corporation**  
**Job Description**

**Job Title:**           **Bus Mechanic**  
**Reports to:**       **Superintendent**  
**Prepared by:**      **Curt Craig, Superintendent**  
**Prepared Date:**   **October 9, 2023**  
**Employment:**     **260 Days**

**Description:**

Under the supervision of the Superintendent, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also assists in the maintenance of cars, trucks, and other motorized equipment; prepare and maintain related records, and other related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
- Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
- Work with vendors to order buses obtain parts, supplies and assistance, etc.
- Make emergency service calls for stranded buses or other district equipment.
- Order and stock all necessary repair parts and supplies.
- Maintain the shop area in a clean, orderly and safe condition.
- Assist in the service and repair of other district motor vehicles and equipment as needed.
- Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
- Perform complete safety inspections as required and brake inspection for Indiana State Police
- Maintain good working relationships with drivers and bus monitors.
- Estimate time, material, and equipment needed for assigned jobs.
- Operate school vehicles and sub on bus routes and ECA trips as needed.
- Work with Transportation Director to keep Transportation Department operating smoothly.
- Replace and adjust brakes, belts, and hoses.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Order buses.
- Maintain school radios.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education:**

High School Diploma or equivalent

Additional qualifying experience may be substituted for the required education provided formal schooling has been sufficient to enable applicant to evaluate difficult mechanical repairs.

### **Experience:**

Acceptable experience in the repair and preventative maintenance of school buses and other motor vehicles preferred.

### **Licenses and Other Requirements:**

Extended Background check clearance

Possess or be eligible to obtain a valid Indiana School Bus driver's license.

Maintain certifications (Yellow card, CDL, Physical)

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Repair shop practices including welding, safety regulations and practices.
- Operating and repair characteristics for district buses, vehicles, and equipment.
- Principles and procedures of preventative maintenance related to school bus vehicles and equipment.
- Shop mathematics applicable to the mechanical trade.
- Basic record keeping.
- Practices, methods, equipment, tools, and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment including gasoline, diesel-powered equipment and systems and electric vehicles.
- Ordering parts from various parts manuals.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Safe driving principles and practices.

### **Ability to:**

- Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
- Follow and give verbal and written instructions and directions.
- Work cooperatively with others.
- Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.

- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Work independently with minimal supervision.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.
- Work in a shop. • Changing priorities and interruptions. Physical Demands
- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Crawling under vehicles.
- Will require clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

### **Hazards**

- Working with tools, and powered machinery.