

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUS MECHANIC, Chief

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of prior experience in vehicle maintenance.
- Valid Florida Commercial Driver License (CDL) Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles. Possession of a Class A CDL with Passenger Endorsement is preferred. A Class A CDL with Passenger Endorsement must be obtained within six months from the date of employment.
- Certification as a State Certified Bus Inspector is preferred but not required. Certification must be obtained within one year from the date of employment.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.

SUPERVISION

REPORTS TO Supervisor of Fleet Services and Garage Operations
SUPERVISES The work of all shift employees

POSITION GOAL

To be responsible for the proper maintenance of all transportation equipment owned by Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. * Perform repairs and maintenance on vehicles as instructed on the Work Orders assigned by the Supervisor of Fleet Services and Garage Operations.
2. * Inspect school buses on a regularly scheduled basis to ensure that they are in safe and proper operating conditions.
3. * Assist garage mechanics with troubleshooting maintenance problems on transportation equipment.
4. * Instruct mechanics regarding procedures and methods of vehicle maintenance.
5. * Maintain the garage operation during the absence of the Supervisor of Fleet Services and Garage Operations.
6. * Maintain availability at any hour to assist in the event of any emergency due to vehicle breakdown.
7. * Maintain familiarity with all aspects of vehicle maintenance, and troubleshoot all school bus systems with speed and accuracy.
8. * Provide input to the Director of Transportation Services regarding qualifications of mechanic applicants.
9. * Coordinate shift work of all mechanics.
10. * Coordinate the efforts of the service writers and of the garage office personnel and provide input to the Director of Transportation Services regarding the garage operation on an on-going basis.
11. Perform other duties as assigned by the Supervisor of Fleet Services and Garage Operations.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Designated Equipment and Materials

PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

TERMS OF EMPLOYMENT

PAY GRADE

J-03 \$38,045 - \$67,562
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBA
Personnel Category 17
EEO-5 Line 53
Function 7800
Job Code 1915
Survey Code 78024

FLSA

Applicable
 Not applicable Previous Board Approval

BOARD APPROVED

November 21, 2006
November 18, 2003
October 14, 1997

ADA Information Provided by Transportation Services
Position Description Prepared by Ken Lewis