

JOB DESCRIPTION

5311 LONGWOOD AVE. PARMA, OH 44129

Position:	Mechanic
Reports to:	Transportation Supervisor/Lead Mechanic
Employ. Status:	Regular/Full Time – 52 Weeks
Civil Service:	Classified
Job Classification:	MC-3
Salary Schedule:	III; Code K
Description:	Responsible for skilled repair and preventive maintenance of all Vehicles owned by the Parma City School District.

The below lists are not ranked in order of importance.

QUALIFICATIONS:

- Minimum of two years light and medium duty truck and automotive servicing equipment.
- Working knowledge of air brake systems.
- State of Ohio Class B school bus and passenger endorsements, commercial drivers license with air brake and passenger endorsements by the end of probation.
- Mechanic supplies all basic hand tools.
- Minimum age requirement – 21 years.
- Must have a good attendance record.
- High school diploma.
- Proven mechanical skills.
- BCII report.
- A complete physical exam yearly.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

ADDITIONAL DESIRED QUALIFICATIONS:

- Previous experience working with the State Highway Patrol on bus inspections.
- Gas and electric welding experience preferred.

DUTIES and RESPONSIBILITIES:

- Ensure safety of students.
- Evaluate complaints received on equipment and take appropriate action.
- Complete all paperwork as required.
- Promote good safety practices and procedures.
- Promote good public relations by personal appearance, attitude and conversation.
- Attend meetings and in-services as required.
- Work cooperatively with others.
- Maintain a clean and safe work area.
- Make contacts with the public with tact and diplomacy.
- Diagnose and perform skilled repair and preventive maintenance on equipment.
- Repair, overhaul, and maintain engines, transmissions, differentials, drive trains, brake systems, steering systems.
- Perform service calls for equipment in the field.
- Keep all engines running properly.
- Take inventories of stock, keeping accurate records.
- Perform other duties as assigned by Transportation Supervisor/Lead Mechanic.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work effectively with others.
- Effective, active listening skills.
- Organizational and problem solving skills.
- Ability to work independently.
- Knowledge of hydraulics, mechanical equipment, lubricants and welding.
- Knowledge of the methods, tools and practices of gasoline and diesel automotive equipment including preventive maintenance, diagnostic and repair.
- Knowledge of occupational hazards and safety precautions of the automotive repair trade.
- Knowledge of the methods, tools, and practices of automotive equipment repair.

ADDITIONAL WORKING CONDITION:

- Occasional operation of a vehicle in inclement weather conditions.
- Frequent exposure to outdoor weather conditions, i.e., requirements to work outdoors during all types of weather.
- Frequent repetitive hand motion.
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop.

Under general supervision of the Transportation Supervisor and direct supervision of the Lead Mechanic, to perform maintenance and repair work of average complexity on school buses and other Board-owned vehicles.

January 7, 2013