

Laramie County School District #2
September 2010

Title: Assistant Mechanic

Qualifications:

1. High School Diploma or G.E.D. required.
2. Must be 21 years of age and must have or be willing to get a commercial drivers license (CDL) with passenger endorsement, school bus endorsement, and air brake endorsement as specified by the USDOT requirements. Must have CDL with all endorsements within 60 days of hire date.
3. Must pass a USDOT physical examination.
4. Must pass drug and alcohol test at time of hire and random testing thereafter.
5. Must pass a back ground check.
6. Must meet driving record criteria per district policy "GCD" and maintain insurability.
7. Required to have or required to get First Aid and CPR Certification.
8. Must have two years experience in vehicle maintenance operations.
9. Possess basic computer skills.

Terms of Employment:

1. 260 days
2. Designated by notice of assignment
3. Classified salary schedule
4. There will be a 180 day probation period from date of hire

Reports to: Transportation Coordinator

Essential Functions:

1. Help maintain and repair all fleet vehicles as needed.
2. Maintain cleanliness and sanitary condition of fleet vehicles and shop area.
3. Help with ordering of parts and materials required to repair and maintain fleet vehicles.
4. Help arrange for fleet vehicles to be taken off site for warranty repairs, recalls, alignments and other services that cannot be provided on site.
5. Maintain complete and accurate record/reports as requested by supervisor.
6. Complete all paperwork associated with all repairs.
7. Help with scheduling of repairs to fleet vehicles.
8. Flexibility in schedule for duties outside of normal working hours.
 - a. Early arrival in adverse weather or emergency situations.
 - b. Equipment failure after hours or weekends.
9. Perform Mechanics duties in his/her absence.
10. Attend WDE workshops and training classes as needed.
11. Assist in maintaining cleanliness and safe conditions of shop and outside area.
12. Attend to service calls such as roadside breakdowns.

13. Answer telephone, two-radio, and relay message to proper personnel during the work day.
14. Maintain current tool inventory of district provided tools.
15. Report any missing, unsafe or damaged tools and equipment.
16. Be able to operate all fleet vehicles and serve as a substitute/activity driver as needed.
17. Handle emergency situations effectively.
18. Must get a minimum of six(6) hours of bus driver training yearly
19. Perform all other duties as assigned by Transportation Coordinator.

Environment Demands:

1. Ability to work in all types of conditions to include hot, cold, extremely cold, wet , and dusty whether inside the shop or outside the shop area.
2. Be able to work in an environment that has one or more of the following:
 - a. Noisy conditions caused from engines running or tools.
 - b. Fumes from fuels, oils, and cleaners.
 - c. Cleaning solvents, aerosol sprays diesel and gasoline.
 - d. Frequent exposure to various supplies containing hazardous materials or chemicals.

Physical Demands:

1. Ability to lift and carry 75 pounds.
2. Ability to use all lifts for heavy equipment and parts.
3. Ability to stoop, bend over, and work from sitting or kneeling position for lengthy periods of time.
4. Ability to mount tires on buses and school vehicles.