



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

Title: Transportation Mechanic

Qualifications: A high school education or equivalent is required. Advance training and ASE Certification is preferred.  
A proficiency in repair and maintenance of buses, trucks and/or other automotive equipment.  
A Class B Commercial Driver's License is required with the applicant acquiring a Passenger and School Bus Endorsement within 120 days of start of employment (employee must meet state standards as noted in IC 20-27-8-1).  
Knowledge of state and federal laws related to school transportation.  
Knowledge of Fleet Vision is preferred.  
All mechanics are subject to the legal requirements of a school bus driver described by the IN Department of Education, Office of School Transportation, School Transportation Statutes and the policies described in the MSD of Lawrence Township Transportation Employee Handbook.  
Other qualifications as determined by the Director of Transportation.

Reports to: Transportation Fleet as delegated by Director of Transportation

### Performance Responsibilities:

1. Performs the diagnosis and repair of district vehicular equipment.
2. Assists Fleet Manager in maintenance of a current inventory of supplies and equipment.
3. Assists Fleet Manager in establishing an efficient and effective system of routine automotive maintenance and preventative care.
4. Maintains records of all maintenance and repair work.
5. Maintains high standards of safety and good housekeeping methods in all work connected areas.
6. Install proper Special Needs equipment on special needs buses.
7. Complies with all Federal, state and local laws and regulations for the maintenance, repair and operation of equipment and machines (OSHA).
8. Reports all conditions that present safety hazards on buses and other automotive equipment immediately to the Fleet Manager.
9. Complies with all Federal, state and local laws and regulations for the storage, use and disposal of trash, rubbish, waste and hazardous material (OSHA).
10. Other duties as assigned by the Director of Transportation, Fleet Manager or his/her designee.