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| <b>Job title</b>  | <i>Mechanic / Technician</i>                                   |
| <b>Exempt</b>     | <i>No</i>  |
| <b>Salary</b>     | <i>260 days as per the Classified Conditions of Employment</i> |
| <b>Location</b>   | <i>Plymouth Community School Corporation – Service Center</i>  |
| <b>Reports to</b> | <i>Director of Transportation</i>                              |

**Job purpose:**

To maintain all school buses in a state of inspection readiness to transport students safely and efficiently.

**Duties and responsibilities: *Other duties may be assigned.***

- Assist the Director of Transportation in maintaining a safe and efficient transportation program by assuming responsibility for fleet preventative maintenance, maintenance, and repair.
- Assist in maintaining a reasonable supply of parts and equipment and securing parts when requested or needed.
- Assist the Director in the management and daily operations of the department including areas of:
  - Vehicle and shop records, assignments, inspections, supplies, and operations.
  - Inventory control and fleet expense tracking as it pertains to the transportation budget.
  - Management of garage and garage maintenance as assigned.
  - Emergency planning and response assistance.
  - Monitor radio and phones, as necessary, concerning transportation and respond to those messages.
  - Pick up and/or delivery of buses as assigned.
- Diagnose and trouble-shoot engine and electrical problems.
- Rebuild brakes, master cylinders, clutches, automatic transmissions, and overhaul and engines as required.
- Recognize defects and/or replace worn parts and equipment as needed.
- Participate in continuous training programs as needed.
- Discreetly handle confidential and sensitive matters.
- Maintains a positive relationship with all stakeholders.
- Performs other duties as assigned by the Director.

**Qualifications:**

- Education and/or Experience:
  - High School Diploma or equivalent and post-secondary training or work experience.
- Other Certificates, Licenses, Registrations:
  - Indiana Commercial Driver's License – Minimum Class B (endorsements / restrictions apply.)

- **Specialized Knowledge**
  - Strong knowledge of school bus operations, mechanics, equipment, and software.
  - Strong knowledge of garage operations.
  - Strong knowledge of policies, procedures and functions of Plymouth Community School Corporation Board of Trustees and the Indiana Department of Education as well as Federal and State laws and guidelines that govern transportation.
- **Language and Mathematical Skills:**
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present before a group of children, parents, or employees of the School Corporation.
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to complete rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Abilities:**
  - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee may work outside in weather conditions.
- The noise level is usually moderate.

### **Physical requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to:
  - Talk, hear and speak clearly.
  - Sit and/or stand for long periods of time.
  - Stoop, kneel, or crouch.
  - Use hands to finger, handle, or feel objects, tools, or controls.
  - Climb a ladder, stairs, school bus steps, and possibly utilize a bus step to hood.
  - Lift arms above head to operate bus equipment.
  - Lift and/or move up to 50 (fifty) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus..

### **Terms of Employment:**

260 days as per the Classified Conditions of Employment

**Evaluation:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

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| <b>Approved by:</b>   |  |
| <b>Date approved:</b> | 02-14-25   |
| <b>Author:</b>        | Director of Transportation   |

Updated: 02-14-25

Adopted: 12-08-00