

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Mechanic	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Transportation Supervisor
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>Responsible for the maintenance of the District's school buses, support vehicles and various maintenance equipment to assure their safe, effective and efficient operation with no interruptions to the educational and support programs with school bus vehicles safety the primary concern.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>	

MINIMUM QUALIFICATIONS:

- Possess or have the ability to obtain a valid Class B Oregon's Commercial driver's license with applicable ODE endorsements for school bus drivers.
- Obtain and maintain an Oregon Department of Education certification in order to perform the state's annual school bus inspection.
- Pass required physical examinations necessary for bus driver certification.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Complete the department orientation and safety training.
2. Perform preventative maintenance on equipment and vehicles.
3. Perform safety inspections as required by Oregon Department of Education. .
4. Service vehicles with fuel, oil, filters, air cleaners, and grease.
5. Provide own set of hand tools.
6. Change tires and wheels and adjust brakes.
7. Repack wheel bearings.
8. Remove, disassemble, and replace mechanical components.
9. Perform diagnostic inspections on automotive and other motorized equipment to identify problems, using mechanical, computeriz
10. Diagnoses, Replace and repair air and hydraulic brakes systems.
11. Demonstrate the ability to follow oral and written directions. Knowledge of computer to look up information and order parts.
12. Stay current on new technologies, products and procedures
13. Perform gas and electric welding work.
14. Tune-up engines.
15. Check and wire lights and signals to specific equipment.
16. Replace belts and hoses as needed.
17. Diagnose automotive problems and recommend repair solutions to supervisor.
18. Operate all parts associated with motor vehicle.
19. Drive equipment in and out of repair shop; operates and road tests repaired vehicles to ensure proper function.
20. Maintain records of equipment.
21. Must possess telephone skills to order parts for equipment and stock as required.
22. Maintain a clean and orderly work area.
23. Complete and maintain necessary paperwork, record information accurately, complete forms, and write simple documents.

24. Perform basic math computations and measurements
25. Read, understand, and apply policies and procedures from transportation handbook
26. Organize, plan and prioritize work.
27. Establish and maintain effective working relationships with variety of co-workers and the public from diverse backgrounds.
28. Regular attendance is an essential function of this position.
29. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					✓
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.			✓		
> 100 lbs.		✓			
Maximum amount lifted by worker without assistance: 75 lbs					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					✓
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.			✓		
> 100 lbs.		✓			
Maximum amount carried by worker without assistance: 75					
If required, carrying over <u>125</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				✓	
11-20 lbs.				✓	
21-50 lbs.			✓		
51-75 lbs.			✓		
76-100 lbs.		✓			
> 100 lbs.		✓			
Maximum weight of object pushed/pulled by worker: 125					
Distance: <u>30'</u> Type of Surface: (i.e. level, carpet, tile): level					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>80</u> % of the time	/ Works Outside <u>20</u> % of the time.
Temperature Extremes: <input checked="" type="checkbox"/> Yes or No (Circle One)	
Works on or around moving machinery or mechanical parts: <input checked="" type="checkbox"/> Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				✓	

