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.					
Responsible for the maintenance of the District's school buses, support vehicles and various maintenance of the District's school buses, support vehicles and various maintenance of the District's school buses, support vehicles and various maintenance of the District's school buses, support vehicles and various maintenance of the equipment to assure their safe, effective and efficient operation with no interruptions to the education support programs with school bus vehicles safety the primary concern. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communication disease control plan (blood borne pathogens) and be aware of the existence and potential exposure the hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and see This position is considered a safety sensitive position.						

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, computerized
- 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	Occasionally	Frequently	Continuously				
Poullus	Nevei	1-5%	6-33%	34-66%	67-100%				
1-10 lbs.					✓				
11-20 lbs.				✓					
21-50 lbs.			✓						
51-75 lbs.			✓						
76-100 lbs.			✓						
> 100 lbs.		✓							
Maximum am	Maximum amount lifted by worker without assistance: 75 lbs								
If required, lifts over _75lbs. are performed with two or more people or lift devices.									

CARRYING Seldom Occasionally Frequently Continuously **Pounds** Never 34-66% 67-100% 1-5% 6-33% 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 _125__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:30' Type of Surface: (i.e. level, carpet, tile): level							

ENVIRONMENT (WORK CONDITIONS)*		
Works Inside _80% of the time	/	Works Outside20% of the time.
Temperature Extremes: Yes or No	(Circ	le One)
Works on or around moving machine	ry or	mechanical parts: 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				✓			

Tourist		√	
Twist		,	
Crouch/Squat		✓	
Kneel		✓	
Crawl	✓		
Walk-Level Surface			✓
Walk-Uneven Surface		✓	
Climb Steps		✓	
Climb Ladder	✓		
Work at Heights	✓		
Reach at or Above Shoulder		✓	
Reach Below Shoulder		✓	
Use of Arms			✓
Use of Wrists			✓
Use of Hands			✓
Grasping/Squeezing			✓
Operate Foot Controls	✓		

END	ENDURANCE								
	Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day	
	Sitting			✓			1	2	
	Standing					✓	2	7	
	Walking					✓	2	7	
	Change Positions					✓			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Print Employee Name	Employee Si	gnature	Date
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	
Prepared by: <u>Director of Human Resources</u>			
In the event of an on the job injury:			
For physician to complete:			
Is this job appropriate? Yes No	Date of Release:	UTICIDATED" DATE.	
If not released to regular work at this time, p	nease provide an Ar	VIICIPATED DATE:	
Physician's Signature	Date		