

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Assistant Bus Mechanic

**Supervisor:** Director of Transportation  
Bus Mechanic

**FLSA Status:** Non-Exempt      **Employee Group:** Transportation

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#### Qualifications:

1. High School diploma or equivalent
2. Must be physically able to perform duties of the positions with or without accommodations
3. Must obtain or possess a current school bus driver's license and permit
4. Must have prior mechanical experience
5. Ability to complete work independently
6. Ability to lift objects weighing up to 50 lbs or more with or without accommodations

#### Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Assist in creation of preventative maintenance schedule.
2. Perform required maintenance on district vehicles.
3. Open and close transportation facility in accordance with transportation department and district procedures.
4. Drive bus route when needed.
5. Maintain a safe and orderly bus garage and premises.
6. Monitor radio and respond to transportation department emergencies as needed.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.