

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Bus Mechanic

Supervisor: Director of Transportation

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

Qualifications:

1. High School diploma or equivalent
2. Must be physically able to perform duties of the positions
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. Create preventative maintenance schedule.
2. Supervise Assistant Mechanic.
3. Maintain all necessary records on district vehicles.
4. Perform required maintenance on district vehicles.
5. Order and monitor supplies and parts.
6. Open and close transportation facility in accordance with transportation department and district procedures.
7. Drive bus route when needed.
8. Maintain a safe and orderly bus garage and premises.
9. Monitor radio and respond to transportation department emergencies as needed.
10. Complete weekend and holiday building checks or assign designee.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. 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.