

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	MECHANIC	ADOPTED 4/15/2024
Reports To:	Transportation Supervisor	
Job Objective:	Performs vehicle maintenance and repair services. Note: Driving duties may be assigned. See the "bus driver" job description for additional information.	
Minimum Qualifications:	<ul style="list-style-type: none">• Ability to deal with stressful traffic, weather conditions, and passenger distractions.• Available to work a non-traditional schedule and irregular hours when needed.• Basic computer proficiency or commitment to promptly acquire job-related technology skills.• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)• Holds/maintains a valid Ohio CDL with all required endorsements. Demonstrates a steadfast commitment to defensive driving practices.• Maintains a record free of criminal violations that prohibit public school employment.• Meets all maintenance personnel qualifications and training program requirements described the Ohio Administrative Code 3301-83-06 and 3301-83-10.• Satisfactory pre-employment and ongoing random drug/alcohol test results.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Heavy strength (frequently lifting/carrying 50+ lbs.). Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking, stooping, using a ladder or work platform, and working with hand/power tools. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:**

- 1. Uses technical and physical skills to inspect, repair, and maintain district vehicles. Implements a preventive maintenance program. Effectively deals with emergency repairs.**
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Helps coordinate Ohio State Highway Patrol annual bus inspections.
 - Identifies work priorities to focus on tasks that require immediate attention.
 - Inspects, services, and tests equipment. Identifies and documents irregularities/equipment abuse.
 - Keeps equipment repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
 - Monitors work provided by outside vendors to ensure compliance with district specifications.
 - Performs equipment reliability assessments. Encourages drivers to report problems quickly.
 - Performs routine maintenance services (e.g., adjusts/replaces belts, changes oil, lubricates fittings, maintains fluid levels, replaces filters, etc.) Repairs mechanical systems (e.g., air/hydraulic lines, brakes, electrical, engine, transmission, etc.) Installs bearings, bushings, gears, pistons, rods, valves, etc. Performs chassis and frame repairs. Replaces heaters, mirrors, radios, wipers, etc.
 - Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
 - Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
 - Responds promptly when vehicles become disabled on the road.
 - Tracks maintenance supply levels to ensure reliable transportation services.

- 2. Consistently performs all aspects of the job. Diligently pursues high quality results.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Helps ensure the accuracy and privacy of confidential information.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

- 4. Pursues opportunities to enhance job knowledge and skill proficiency.**
 - Keeps current with standards and practices associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.

- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.