



Job Title: **Transportation Mechanic**  
 Department: **Transportation**  
 Supervisor: **Director of Transportation**  
 Lane Placement: **ESP Lane 9-10**  
 Schedule: **8 hrs / 242 days**  
 Evaluation Group: **JCES 12**  
 FLSA Classification: **Non - Exempt**

### **JOB DESCRIPTION**

Under the supervision of the director of Transportation and shop foreman, the Transportation Mechanic holds primary responsibility for repair and maintenance of motor vehicles.

### **ESSENTIAL FUNCTIONS**

- Responsibility for major and minor repair and maintenance of District vehicles (e.g. administration vehicles, buses, maintenance trucks and cars, driver education cars).
- Assists director, shop foreman, and lead mechanic in developing and maintaining a District preventive maintenance program.
- Makes recommendations to shop foreman and lead mechanic on major items of repair or replacement.
- Maintains license to perform State inspections, including emissions testing, for District vehicles.
- Performs inspections and issues appropriate stickers.
- Assists in instructing mechanic trainees.
- Regular shop clean-up.
- Shares emergency on-call duties with others. Some of these may be “on-the-road” and after hours.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years experience as a mechanic with demonstrated competence in various automotive shop works or equivalent.
- Requires two years participation in the mechanic apprenticeship program in which Journey level recognition was acquired.
- Requires the skills of a Journey level mechanic practitioner.
- Must meet the performance flat-rate productivity level for a Journey level mechanic as established by the director of Transportation and the shop foreman.
- Requires ability to perform complex mechanical repairs.
- Must have a good driving record and a valid commercial driver license with necessary endorsements.
- Requires good interpersonal skills. Interacts with co-workers, driver education teachers, bus drivers, and other vehicle operators.
- Requires ability to solve problems and make decisions concerning repairs to be made, parts to be replaced and preventive maintenance work to be done.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/8/2020