

PENINSULA SCHOOL DISTRICT
Job Description

BUS MECHANIC/CLASS III/FUELER

JOB SUMMARY:

Regularly fuels and services school buses; performs preventive maintenance and operational safety inspections on school bus fleet and related vehicular equipment.

DUTIES AND RESPONSIBILITIES:

1. Fuels and performs service island tasks as assigned; verifies operational safety of equipment and devices such as brakes, clutch, lights, mirrors, glass, fire extinguishers, first-aid kits, highway warning kits, horn, warning lights and buzzers, emergency exists, wipers, signs, ties, etc.
2. Lubricates buses and other automotive equipment. Lubrication to include chassis lube, oil and filter changes, gearbox fill or drain and flush, wheel bearing pack, air cleaner service, and all other lubricating procedures as required
3. Changes and repairs tires; performs complete battery service and brake adjustments.
4. Installs anti-freeze, services cooling systems (fill, drain and flush), inspects, replaces hoses, caps, valves, etc., as required.
5. Makes minor repairs by replacing lights, spark plugs, ignition parts, latches, and switches as required.
6. Operates lubrication equipment, hoist, air compressor, battery charger, diagnostic equipment, headlight adjustment machine, drills, presses, air wrenches, and other tools and equipment as required in the performance of assigned duties.
7. Drives service truck for parts pick-up and roadside service as required.
8. Assists in cleaning and organization of the shop, parts room, and other maintenance facilities.
9. Performs related duties as assigned.

REPORTING RELATIONSHIP:

Reports to Shop Foreman.

AFFILIATION: PSE - Transportation Mechanics

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

High school graduation or equivalent and general experience in service station type automotive maintenance.

Allowable Substitution

Alternative combinations of technical training and work experience will be evaluated by the Human Resources Office for comparability.

Knowledge, Skills & Abilities

Knowledge of automotive equipment.

Ability to perform minor preventive maintenance either alone or under direct supervision.

Ability to help troubleshoot equipment problems.

Ability to operate various tools and equipment as required.

Ability to lift heavy objects.

Knowledge of maintenance and repair procedures.

Knowledge of safety requirements.

Ability to make minor repairs as required.

Ability to drive service truck.

Ability to establish and maintain effective working relationships.

Licenses/Special Requirements

Valid Washington State Driver's License with the ability to acquire a commercial driver's license with a school bus endorsement.

Possess a set of basic automotive mechanic hand tools and storage cabinet.