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## ASSISTANT MECHANIC-DISTRICT

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**Job Title:** Assistant Mechanic

**Qualifications:**

- High School Graduate or possess a general educational development diploma (GED)
- Maine Commercial Driver's License with Class B and endorsements P & Y
- Maine State Inspection certificate A,B & D, Preferred
- Effective communicator with staff
- Ability to adapt to changing situations and priorities
- Confidentiality

**Reports To:**

Lead Mechanic

**Job Goal:**

To keep the district's vehicles maintained to the highest quality

**Performance Responsibilities:**

Performs following task as assigned or needed:

- To keep the school buses and/or related transportation equipment in a state of operating excellence that they present no problems, interruptions to service, or safety hazards.
- If certified as an inspector, makes sure the State of Maine Inspection Laws are being adhered to at all times
- Maintain a current inventory of supplies, parts and equipment and informs Lead mechanic of any needs.
- Updates each vehicle's logbook to document work performed on the vehicle,
- Adhere to all OSHA safety regulations
- Attend all mandatory in-service workshops and all safety related meetings as deemed necessary by the Lead Mechanic or in their absence the Business Manger
- Participate in Commercial Driver's License drug and alcohol testing at random
- Observe and obey all traffic laws
- Participate in continuing education in all fields relative to the qualifications of school Bus Mechanic whenever possible
- Yearly physical exam
- Be on call as necessary to keep the buses operational when School is in session
- Perform other duties as deemed necessary by Lead Mechanic or in their absence the Business Manager

**Terms of Employment:**

Per most recent Collective Bargaining Agreement

**Evaluation:**

Performance of this job will be evaluated annually by the Lead Mechanic or, in their absence, the Business Manager

\*All employees hired before May 31, 2013 are grandfathered

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.