



Transportation General Mechanic

Job Overview

The job of Transportation General Mechanic was established for the purpose of maintaining and servicing the bus fleet along with the white fleet. General Mechanic must have the ability to communicate with dispatch and establish and maintain communication with drivers.

This job reports to the Mechanic Supervisor.

Job Functions

- Identify and current “quick fix” items on a vehicle, such as head lights, clip lights, wipers, tire pressure, etc.
- Complete preventive maintenance on vehicles such as oil changes, flushing and replacing fluids.
- Ability to schedule bus service and communicate with dispatch and affected drivers.
- Ability to complete light service calls in a timely manner.
- Assist in wrecker calls.
- Maintain records of parts inventory and service of vehicles.
- Maintain a clean work area.
- Assist, when needed, in cleaning the shop and parts area.
- General knowledge of tools and equipment and their safe use.
- Safety conscious always.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 85% standing/bending/lifting, 10% walking, and 5% sitting. The job is performed working in open bays, exposed to weather elements, dust, chemicals and heavy machinery noise levels, etc.

Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform simple math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include personnel processes; pertinent policies, regulations and/or laws regarding education and/or school transportation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of



standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality. Must be able to deal with parents and others that are upset due to a problem with school transportation.

Experience: Job related experience is required

Education: High School Diploma or equivalent

Minimum Age: 21 years of age or older

Required Testing:

Alcohol and Drug Test
Random Drug and Alcohol screen

Required Certificates and/or Licenses:

Valid Tennessee Driver’s License and Evidence of Insurability, Class A CDL with “P” endorsement within 12 months of employment

FLSA Status:

Non-Exempt

Continuing Education/Training:

Annual Physical and Safety Training

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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