

RECOMMENDED QUALIFICATIONS FOR MECHANIC

QUALIFICATIONS

1. A satisfactory driving record
2. A satisfactory work record
3. High School graduate or equivalent
4. Valid Mississippi Class B Commercial Drivers License with a "P" endorsement
5. Knowledge and experience to perform gas and diesel engine tune-ups, complete engine overhauls, general mechanics, and other related duties
6. Experience in body repair of large vehicles
7. Must be insurable by district insurance carrier
8. Must be physically able to lift heavy weights
9. Must be able to communicate effectively with school bus drivers
10. Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

DUTIES & RESPONSIBILITIES

1. Perform major and minor motor repairs and replacement work on school buses, cars, trucks, and other district equipment
2. Performance of body repairs, including minor body work, painting, glass, and seat repairs
3. Replace valves and seat grinding
4. Braze and weld metals as needed
5. Install rings and bearings and effects proper adjustments
6. Overhauls and repairs carburetors and clutches
7. Tune motors using standard testing equipment, clean and replace spark plugs, and install radiator hoses
8. Repair transmission, differentials, front and rear axle assemblies
9. Take down, repair, and reassemble air compressors, pumps, and related equipment
10. Service vehicles with fuel, oil, air, water, and fluids on a rotational basis
11. Respond to vehicle breakdown emergencies to include nights and possibly weekends
12. Check alignment of wheels
13. Maintain shop area, facilities, and tools in a clean, safe condition
14. Insure proper disposal of oils, fluids, and tires to meet the requirements of the EPA
15. Drive any bus route that may be required as assigned by the Transportation Director
16. Perform other duties as deemed necessary by supervisor, thus carrying out all assigned duties efficiently and promptly