

BELPRE CITY SCHOOLS
Job Description
Bus Mechanic's Assistant

A. Qualifications

The mechanic shall:

1. Meet all personnel qualifications and physical qualifications pursuant to 3301-83-06 and 3301-83-07 of the Ohio Pupil Transportation Operation and Safety Rules.

B. Responsibilities

The assistant bus mechanic shall be directly responsible to the Garage Supervisor.

C. Specific Duties

1. Assists Head Mechanic in repair, maintenance, inspection and preventative maintenance activities of district buses and vehicles.
2. Make minor mechanical adjustments, report needs for major repairs, assist in making repairs, lubricate, wash and fuel district vehicles and equipment.
3. Drive to local vendors and pick up vehicles and equipment to be repaired.
4. Pick up materials, supplies and maintain stock parts and supplies.
5. Maintain shop and equipment in a clean, safe and orderly condition.
6. Maintain lubrication, oil and fuel records.
7. Operate computer terminal and appropriate software systems to include requisitions, work orders, track fuel usage, parts and inventory.
8. Maintain records of invoices, labor and parts as used.
9. Repair seats, windows and other minor body parts of vehicles.
10. Serve as behind-the-wheel (OBI) trainer for drivers as assigned.
11. Drives buses and other motorized equipment as needed.
12. Ability to work independently or to interact with staff and others in an open, friendly manner.
13. Good public relations skills.
14. Performs other related work as required and assigned.