



### **PURPOSE:**

- The Transportation Mechanic maintains all district vehicles in top condition in order to prevent problems and interruptions of district educational programs. To perform these duties, the Transportation Mechanic must work closely with the staff and administration of School District 9.

### **REPORTS TO:**

- Transportation Supervisor

### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Demonstrated skill as a mechanic.
- Maintain a valid Oregon Driver's license with CDL (and/or any other required endorsements) and personal transportation.
- Must meet all state requirements for Bus Drivers and Bus Driver training.
- Ability to work with team members, students and staff.
- Pass required criminal background check.
- Owns hand tools.
- Maintain satisfactory attendance and punctuality.

### **ESSENTIAL FUNCTIONS:**

- Provide clean, safe and reliable transportation to ensure that students enjoy the full advantage of school district programs and activities.
- Maintain district vehicles in top condition in order to prevent problems and interruptions of district educational programs.
- Appropriately operate all equipment and machinery as necessary.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Support the philosophy and mission of School District 9.
- Strong work ethic.
- Good communication, organization and computer skills.

### **PHYSICAL REQUIREMENTS:**

- Requires prolonged sitting and standing.
- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, kneeling, climbing and balancing.
- May require physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires ability to carry or drag a 125 lb. person, 30 feet in 30 seconds or less.
- Requires driving skills, including ability to operate a vehicle at night.
- May require lengthy and overnight travel.
- Must work indoors and outdoors year-round.

### **GENERAL RESPONSIBILITIES**

- Diagnose problems and repair district vehicles.
- Establish an effective system of routine automotive maintenance and preventive care.
- Purchase needed supplies, equipment and contracts in accordance with district procedures.
- When asked to drive bus, abide by all responsibilities of a bus driver.
- Respond to emergency calls when district vehicles experience mechanical difficulties.
- Maintain high standards of safety and good housekeeping methods in all work connected areas.
- Respect confidential information.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.



## Eagle Point School District 9 Job Description – Mechanic

- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the Transportation Supervisor.

**RATE OF PAY:** According to Classified Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Board Adopted:**