**Murfreesboro City Schools**

**Mechanic**

**Division of Transportation**

**(Revised 4/21/2022)**

**Credentials:** High School diploma or GED and CDL Class B.

**Other Qualifications:** The person in this position must be able to work unusual hours in a crisis situation. The person in this position must be able to effectively and safely use the tools and equipment of the trade or craft of expertise; read, listen, understand and follow oral and written instructions including but not limited to, technical manuals, charts and terms related to the trade or craft. This person must also be able to appropriately and efficiently use the services of a helper; be courteous to children and adults and use only language and behaviors appropriate to a school setting. This person must be honest, trustworthy, and motivated to do timely and good quality work without close supervision; be punctual and consistent in work habits and attendance. This person will be required to make repairs on the following: automobiles, trucks, buses, and vans. The employee is subject to a post offer physical examination with a written statement from the physician stating the employee is free of any contagious or communicable disease in such form as might endanger the health of school children. All employees are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results. This employee must be able to cope with stress appropriately and abruptly change tasks in a composed manner.

**Physical Demands:** The employee will operate and repair a variety of vehicles. The employee will have to work with various types of equipment, including but not limited to, drum hauler, pallet jack, pressure washer, dolly, small hand tools, etc. The employee will be exposed to extreme temperatures, loud noises, dirt, dust, mechanized equipment, chemicals, cleaners and oil/grease. This position requires a great deal of physical exertion including work performed during periods of extreme weather conditions. The employee must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to fifty (50) pounds.

**Essential Job Functions:**

1. Observes all safety rules.
2. Is familiar with air brakes.
3. Understands and can diagnose and repair electrical issues.
4. Has experience working with diesel, Cummins, and Mercedes.
5. Assume primary responsibility for the safe condition of all equipment or structures in area of expertise.
6. Help maintain an effective preventive maintenance program for area of responsibility.
7. Follow all purchasing guidelines in ordering parts and supplies.
8. Enter any newly purchased tools or equipment into inventory.
9. Keep work area clean and orderly.
10. Keep buses up for D.O.T. inspection.
11. Maintenance of all equipment including but not limited to: buses, vans, trucks, Z.T.R.'s, dump trucks, box vans, tractors, single man lift and small yard equipment.
12. Checks fluid levels of all vehicles once per week.
13. Takes pictures of motor vehicle accidents and obtains estimates of repair costs.
14. Keeps shop and parking lot clean.
15. Performs welding, electrical and air conditioning work.
16. Keeps records of all work performed on vehicles.
17. Checks all buses at night to make sure that everything is turned off, checks for flat tires, and makes sure buses are all plugged in during the cold weather.
18. Takes drivers to pick up their bus or to a school to drive a bus.
19. Responsible for ordering and retrieving parts.
20. Taking care of problems drivers have on afternoon runs.
21. Performing service calls when needed.
22. Operates various tools, including but not limited to, pressure washer, dolly, pallet jack, table jack, small hand tools, plasma cutter and air gun. cc. Must be able to perform job duties as described on essential functions addendum.
23. Schedule Buses for outside work.

**Staff Relationship:** Reports directly to the Transportation Supervisor.

**Terms of Employment:** Twelve (12) months, hourly rate and benefits set annually by the Board of Education. Non-exempt.