

# Position Posting Notice

## SOUTHEAST FOUNTAIN SCHOOL CORPORATION

### Mechanic

Reports to: Superintendent/Director of Transportation  
Contract: 12 month position

Application: Send application, letter of interest/resume, credentials  
To: Dan Foster, Superintendent  
744 E. U.S. Hwy. 136  
Veedersburg, IN 47987

Deadline: October 25, 2019

Start Date: Anticipated start date is November 18, 2019

### DEFINITION

Under the supervision of the Transportation Supervisor, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also assists in the maintenance of cars, trucks, and other motorized equipment; prepare and maintain related records, and other related duties as required.

### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

- Plan and implement a program of scheduled preventative maintenance for the district bus fleet as well as prepare fleet for annual state inspection.
- Perform mechanical repairs on buses to include scheduling major overhauls if directed, as necessary.
- Make emergency service calls for stranded buses or other district equipment.
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies.
- Maintain the shop area in a clean, orderly and safe condition.
- Assist in the service and repair of other district motor vehicles and equipment as needed.

- Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
- Perform complete safety inspections as required.
- Estimate time, material, and equipment needed for assigned jobs.
- Operate school vehicles.
- Replace and adjust brakes, belts, and hoses.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Assist in the service and repair of school vehicles as needed.
- Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

### Education

High School Diploma or equivalent

Additional qualifying experience may be substituted for the required education provided formal schooling has been sufficient to enable applicant to evaluate difficult mechanical repairs

### Experience

Acceptable experience in the repair and preventative maintenance of heavy equipment.

Acceptable experience in the repair and preventative maintenance of school buses and other motor vehicles preferred.

Acceptable experience and knowledge in the use of computer diagnostics.

### Licenses and Other Requirements

Expanded criminal history check (by Indiana law this must be done every five years). Available through Safe Hiring Solutions on our website of [www.sefschools.org](http://www.sefschools.org)

Possess or be eligible to obtain a valid Indiana CDL and school bus "yellow card". As a substitute bus driver with the yellow card, mechanic will also be in the random drug testing pool.

## KNOWLEDGE AND ABILITIES

### Knowledge of

- Repair shop practices including welding, safety regulations and practices.
- Operating and repair characteristics for district buses, vehicles, and equipment.

- Principles and procedures of preventative maintenance related to school bus vehicles and equipment.
- Shop mathematics applicable to the mechanical trade.
- Basic record keeping.
- Practices, methods, equipment, tools, and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment including gasoline and diesel-powered equipment and systems.
- Ordering/requesting parts from various parts manuals.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Safe driving principles and practices.

### Ability to

1. Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
2. Follow and give verbal and written instructions and directions.
3. Work cooperatively with others.
4. Perform heavy manual labor.
5. Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
6. Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
7. Prepare and maintain accurate and complete records.
8. Work independently with minimal supervision.
9. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
10. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
11. Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

### Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.

- Work around and with machinery and motorized equipment.
- Work in a shop.
- Changing priorities and interruptions.

### Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
  - Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

### Hazards

- Working with tools, and powered machinery.