

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE 10/02
 BAND & GRADE B-2-3-6

POSITION TITLE Bus Technician/Diesel Mechanic

SUPERINTENDENT REVISED 7/1/05 B-3-2-8

IMMEDIATE SUPERVISOR Coordinator of Transportation

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function		BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS						
1.00	Repair and maintain school buses and other district vehicles.	B2	D 45%		KNOWLEDGE: 1. Maintenance and operation of all aspects of gasoline and diesel engines 2. Automotive service excellence certification desirable (A.S.E. Certified) 3. Operating diagnostic equipment (pro link, D.V.M., etc.) 4. Computer – engine diagnostics, brakes, transmissions and entrance doors 5. Automatic and standard transmissions 6. Hydraulics and air brakes 7. Exhaust systems 8. Vehicle electrical systems 9. Steering systems and components 10. Repair front axles, king pins, spring shackles,	1.01 All maintenance, repair and safety performed in conjunction with DOT standards and to the satisfaction of immediate supervisor.
1.01	Conduct routing preventive maintenance and safety checks on all vehicles as required or requested. Determine which parts are worn or broken, need replacement or adjustment. Perform corrective maintenance based on determination.	A1/B2	D 25%			1.02 Appropriate decisions are made for emergency road services and proper procedures are followed.
1.02	Emergency road service in all weather conditions.	B2	M 4%			1.03 Parts are secured in a timely and appropriate manner.
1.03	Obtain repair parts as required or directed.	B2	W 2%			1.04 Vehicle repair orders are completed in a timely and appropriate manner and to the satisfaction of the supervisor and coordinator.
1.04	Complete vehicle repair orders as required.	B2	D 4%			
1.05	Assist with inventory control.	A1	A 2%			1.05 Inventory control was maintained according to procedures set up by the supervisor.
1.06	Follow all OSHA, Federal and State Safety Standards for shop and vehicle operations.	B2	D 4%			1.06 All OSHA, Federal and State Safety Standards are followed.
1.07	Maintain a clean, safe and orderly shop.	A1	D 4%			1.07 The shop is maintained in a clean, orderly and safe manner at all times.

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1.08	Perform all other duties as assigned by the supervisor.	N/B	W 5%		springs, air ride suspensions	1.08	Other duties completed to the satisfaction of the supervisor.
1.09	Substitute as bus driver when assigned.	N/B	M 2%		11. Third member two speed operations, gear set up and adjustments	1.09	Substitute bus driver duties are performed satisfactorily with the safety of passengers in mind.
1.10	Maintain necessary physical conditioning consisted with commercial driver's license (CDL) requirements.	N/B	A 1%		12. Heating and cooling systems	1.10	Maintain current MNDot Physical.
1.11	Maintain individual driving record in accordance with commercial driver's license (CDL) standards, including violations occurring in personal vehicles, which could result in disqualification.	N/B	A 1%		13. Door and window operations	1.11	Maintain current Minnesota commercial driver's license (CDL) with school bus endorsement.
1.12	Submit to pre-employment, reasonable suspicion, random, post-accident, return to duty and follow-up testing for drugs and alcohol in accordance with 49 CFR, Part 382.	N/B	A 1%		14. Headlight adjustment	1.12	Submitted to drug and alcohol testing as required.
					15. Repair seats		
					16. Operation of repair equipment		
					17. Hazardous material		
					18. Operation and repair of vehicle safety equipment		
					19. Follow maintenance manuals		
					20. Tire repair and balancing		
					21. Bus operations		
					22. Bus laws, rules and regulations		
					23. School bus routes and roads		
					24. Two-way communications		
					25. Understanding district maps, roads and road conditions		
					ABILITIES:		
					1. Perform repair service		
					2. Operate all repair equipment		
					3. Fabricate and modify		
					4. Follow instructions		
					5. Listen		
					6. Communicate		

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				SKILLS: 1. Current commercial driver's license with school bus endorsement 2. Driving bus according to all safety and operating regulations. 3. Ability to maintain knowledge, self-educate and adapt to mechanical and electrical industry changes 4. Ability to read and understand writing and pneumatic schematics. 5. Welding skills-arc, gas and wire feed 6. Emergency road repair in and out of town 7. Recovery of stuck and disabled vehicles in all weather and conditions 8. Ability and willingness to work with DOT inspectors as a goal for safest possible transportation of students and staff.	
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