

JOB DESCRIPTION

Title: Mechanic

**Primary Function:
(Job Goal)**

To keep the district's vehicles in a state of operating excellence.

**Reports To:
(Accountability)**

Director of Transportation

Supervisory Responsibilities: None

Qualifications:

- 21 years of age
- Verification from Secretary of State stating eligibility for school bus permit.
- Successfully complete a physical examination and drug screening by employer's designated physician.
- Pass an Illinois specific criminal background check and fingerprinting.
- Pass 8 hour training class provided by the Illinois State Board of Education.
- Pass all written exams and driving test given by the Secretary of State motor division.
- General knowledge of automotive repair.

**Performance
Responsibilities:**

(Essential Duties)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Ability to make repairs on vehicles as directed by the Director of Transportation.
- Ability to drive a scheduled route on short notice.
- Ability for heavy lifting as needed.
- Work in all types of weather conditions to ensure busses and vans are ready for each day.
- Wash all vehicles as needed.
- Perform other duties and responsibilities as assigned.

Terms of Employment: 245 days

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Educational Support Personnel.

Employee Signature Date

Supervisor Signature Date

Copy to Employee and Supervisor