

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**MECHANIC**

**QUALIFICATIONS:**

1. Maintains annual bus driver physical.
2. Holds current Maine School Bus Driver License (class B with P & S endorsements) and has passed appropriate background checks.
3. Has minimum of 3 years of documented experience repairing and servicing school buses or medium-duty trucks.
4. Demonstrates an aptitude or competence for assigned responsibilities.
5. Maintains a clean driving record necessary to maintain driver's license.
6. Maintains a valid Maine Vehicle Inspection License with A, Band D endorsements.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To provide safe and efficient transportation that allows students to participate in Camden Rockport Schools/Five Town CSD curriculum and extracurricular programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all state and federal rules and regulations relating to student transportation.
2. Observes all mandatory safety regulations relating to school bus transportation
3. Maintains all Required State Licenses, including a Valid Maine State Vehicle Inspection license.
4. Reports all damage to buses and equipment to the Director of Transportation.
5. Keeps busses and equipment clean.
6. Performs preventative maintenance on buses, vans, trucks, and equipment as required.
7. Notifies proper authorities in the event of an accident, mechanical failure, or delays.
8. Schedules outsourced repairs once approved by the Director of Transportation.
9. Inspects each vehicle at least once a week to ensure buses and equipment are in safe operating condition.
10. Monitors all safety devices on buses to ensure they are in good working order.
11. Removes any bus or equipment from service as needed to ensure all repairs are complete.
12. Reports all accidents immediately and completes required accident reports.
13. Reports any moving violations to the Director of Transportation immediately.
14. Enforces all School Board policies and regulations, including smoking or eating on the bus or school property.
15. Follows proper safety procedures when operating equipment and complies with safety and OSHA regulations.

16. Diagnoses, removes, and assembles body and chassis components from any vehicle; cleans, inspects, rebuilds, and assembles new or original parts; reinstalls components and makes necessary adjustments.
17. Diagnoses potential vehicle malfunctions (e.g., using computer diagnostic equipment) for the purpose of determining needed repairs and/or replacements.
18. Inspects, cleans, adjusts, tightens, and/or repairs minor items such as lights, bulbs, lenses, and reflectors.
19. Repairs items such as kingpins, springs, shocks, leaf springs, and spring pins.
20. Performs tune-ups.
21. Replaces and repairs brakes, steering repairs, electrical repairs, air conditioning, and heat repairs.
22. Replaces or repairs minor body parts, floors, fenders, and dents.
23. Services buses for maintenance.
24. Performs minor repairs as requested on daily vehicle inspection reports in a timely fashion.
25. Performs lube oil and filter changes; minor electrical repairs (bulbs, flashers, fuses); mirror replacement; minor road service; service fuels and fluids.
26. Maintains maintenance and repair computer and paper records on vehicles as required.
27. Performs tire work/repairs (e.g., changing, balancing) for the purpose of ensuring all buses and equipment are operating on safe tires.
28. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, general property maintenance, etc.
29. Substitutes as a bus driver when needed for the purpose of ensuring a qualified person can run the bus on a route.
30. Performs snow removal and general property maintenance, which may occur outside the regularly scheduled work hours.
31. Assists in the starting of vehicles during winter months.
32. Coordinates with Transportation Manager on warranty and recall service.
33. Is "on call" outside of regular work hours as necessary for emergency breakdowns and service, as well as snow removal and general property maintenance.
34. Inspects and repairs vehicles prior to Registry of Motor Vehicle inspections.
35. Maintains inventory of parts and supplies.
36. Performs other duties as determined by the Transportation Director.
37. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance, and is punctual for assignments.
38. In a timely manner, informs Director of Transportation of their absence if illness or unusual circumstances warrants.
39. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self-reliant; demonstrates respect for self and others; accepts suggestions, and follows instructions. Follows the proper channels of command and exercises confidentiality of privileged information relating to school and personal matters.

40. Sets a good example in areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation, and proper use of language. Vulgar or sexually suggestive language is not permitted at any time.
41. Performs all other related duties as deemed necessary by the Transportation Director.
42. Maintains communication with the Director of Transportation regarding health and wellness issues that would hinder the ability to repair buses.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written or oral record.
2. Demonstrates respect for legal and human rights of students.
3. Meets and follows all laws and regulations at both the state and federal levels.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Follows health and safety procedures established by Camden Rockport Schools.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures and student program concerns.
8. Observes all School Board policies.

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

**ESSENTIAL FUNCTIONS:**

1. Ability to read and understand policies, procedures, and related information; and to provide and follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to reach, lift and do basic math, writing, eye hand coordination, sitting, and stooping.

**TERMS OF EMPLOYMENT:** In accordance with negotiated agreement.

**EVALUATION:** Director of Transportation will evaluate the performance of this job in accordance with this negotiated agreement.

**History:**

Approved: 06/11/18

Approved: March 15, 2023