

Position: Assistant Mechanic

Date Posted:

Location: Mingus Union High School

**** If you have a current CDL please submit copy with application ****

Reports to: Transportation Supervisor/Lead Mechanic

Summary of Job: Full-time (12 months), entry-level position

Assist Lead Mechanic in planning, scheduling, repairing and preventative maintenance of MUHS School Bus & Vehicle Fleet, as well as other equipment (i.e., golf carts, mowers, tractors, fork lift etc.) as needed; ensure that all vehicles are available to operate in safe condition; and provide proper documentation of repairs to meet DPS, AZ MVD and Federal requirements. Requires knowledge of heavy/light duty diesel & gasoline vehicle systems, air and electrical systems. Tools provided by MUHS.

Education AND/OR Training:

- 18 years old
- High School Diploma or equivalent
- Current CDL OR Ability to obtain CDL training within 12 months of hire
- Auto Shop experience preferred – *training provided for the right candidate*
- First Aid & CPR Training
- IVP Fingerprint background clearance

Physical Requirements:

- Regularly required to stand, stoop, kneel, crouch & crawl
- Occasionally required to sit & reach with hands and arms
- Able to lift and/or move up to 40 lbs.
- Frequently required to use hands, including significant finger dexterity to handle or feel objects, tools, or controls
- Specific vision abilities required include peripheral vision, and close vision such as reading typewritten materials

Essential Job Functions:

1. Perform preventative and/or repair maintenance, including inspection and adjustment, oil change and fluid replenishment, lubrication, tire change and basic vehicle electrical work.

2. Conduct visual inspection, diagnosis and repair of electrical, hydraulic, suspension, brake and air systems on vehicles and equipment.
3. Perform other maintenance related work as required
4. Conduct & perform all work in a clean & safe environment in compliance with DPS School Bus Minimum Standards and OSHA standards
5. Work with direct supervision and follow established timeline procedures & tasks on all vehicle maintenance
6. Assist with service & emergency calls for breakdowns, both during and after normal work hours. (May include some weekend calls)

This job description is intended to be an outline and summary of the duties to be performed by personnel. In each instance, it is expected that employees will perform whatever duties are necessary to carry out the Mingus Union High School Transportation functions, as indicated by the Board of Directors.

Skills: Specific skills required to satisfactorily perform the functions of the job include communicating with the Lead Mechanic; displaying mechanical aptitude; meeting deadlines and schedules; working with detailed information/data and preparing and maintaining accurate records while using pertinent software applications

Skill is required to schedule maintenance and/or classify data and consider several factors when using equipment. Flexibility is required to work with others in a variety of ways. Problem solving is required to identify issues and implement action plans with independent interpretation of guidelines.

Work Environment: The noise level in the work environment can be low to moderate to loud. The employee may occasionally interact with the public, parents and other staff. The employee may be responsible for the safety and well-being of students. The job is performed under some temperature extremes and some hazardous conditions.

Commitment and Dependability: A willingness to be an integral member of a successful team, dedication to provide the highest level of service and adherence to MUHS policies and procedures.

Supervision by this position: None

Evaluation Procedure: In accordance with provisions specified in the governing board policy