

VACANCY

May 20, 2010

Classification: A

Position Description: Mechanics Helper

Building: Bus Garage

Other Information:

Class A Position, 8 hours per day, 260 days per year, \$10.48 per hour, starting and finishing times to be established by immediate supervisor.

SUMMARY: Under the supervision of the Transportation Supervisor, this classification performs routine servicing and lubrication of buses and other automotive or mechanical equipment; performs minor and moderately complex mechanical work and assist the mechanic(s) with journey level maintenance and repair work on school buses and other automotive equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Lubricates equipment in accordance with established procedures; checks and changes oil, oil filters and air filters, fuels and services buses and other vehicles; replaces hoses, belts, water pumps, batteries and similar equipment and parts.
- Checks fan belts, hoses, wiper blades and other safety equipment; checks radiators and batteries, checks water and antifreeze levels; checks air in tires and adjusts pressure; repairs flat tires and changes tires as necessary.
- Maintains records of work performed and the need for future servicing. Cleans and maintains shop facilities and equipment.
- Assists the mechanic(s) in performing moderate to complex overhaul and repair work on engines, transmissions, drive unit, brakes, suspension systems, hydraulic systems, fuel systems, cooling systems, alternators, electrical systems, instrumentations and other necessary power equipment.
- Uses a variety of testing equipment such as ammeters, voltmeters and gauges to determine malfunctions and the need for repair.
- Drives buses and other motorized equipment as needed.
- May occasionally act as bus driver or pick up students.
- Performs other related work as required and assigned.
- CDL class B with S and P endorsements will be required.
- Must Pass DOT physical.
- Subject to drug and alcohol testing.