



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Vehicle Mechanic I**
Job Family: **Transportation**
Prepared/Revised Date: **July 25, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **TP45H**
Job Code: **62901**

SUMMARY: Repair and maintain Poudre School District vehicles. Perform safety repairs in accordance with local, state, and federal laws, and Poudre School District (PSD) procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform preventative maintenance, mechanical and safety repairs utilizing diagnostic equipment to determine needed repairs.	D	35%
2. Perform annual CDE bus inspections and inspections of all PSD vehicles in accordance with local, state, and federal laws, and PSD procedures.	D	25%
3. Record completed work orders on Poudre School District (PSD) maintenance software program including parts used, repairs made, and preventative maintenance performed.	D	10%
4. Effectively utilize good customer service skills when dealing with internal and external customers to understand and resolve problems, make suggestions and recommendations and obtain good outcomes.	D	5%
5. Perform road test on district vehicles as needed to diagnose problems and verify that appropriate repairs have been made.	D	5%
6. Respond to service calls.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Work a flexible schedule as assigned.	W	5%
9. Perform emission tests and analyze, troubleshoot, and repair vehicle emission failures.	M	5%
10. Substitute as a bus driver when necessary.	Q	1%
11. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and a minimum of two years of progressive automotive mechanical experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Pass Department of Transportation (DOT) physical
- Must be 21 years of age and obtain a Commercial Driver's License (CDL) Class B with P2 and S endorsement within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Successful completion of the District approved physical strength and agility test is required prior to hire
- Preferred or ability to obtain:



- Valid Colorado State Gasoline Emissions Inspector’s License
- Valid Colorado State Diesel Emissions Inspector’s License
- Valid ASE certification for light duty trucks and school buses

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good math, writing, and communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to analyze and troubleshoot mechanical problems correctly
- Ability to use all diagnostic and maintenance tools
- Knowledge of diagnosing and repairing both gas and diesel engines
- Knowledge of diagnosing and repairing ignition, emission, fuel, and electrical systems
- Ability to provide appropriate hand tools
- Ability to follow directions, accept guidance and work as part of a team.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with District approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge and competence in auto and truck mechanics and the ability to read and understand technical manuals and computer diagnostic equipment
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with planning, addressing complaints and resolving problems, and reporting neglect and/or misuse of District equipment



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds				X
More than 100 pounds				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)				X
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation	X			
Vibration				X



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	