POSITION DESCRIPTION

TITLE: Apprentice Bus Mechanic
LOCATION: Transportation
REPORTS TO: Bus Lead/Transportation Supervisor
DEPARTMENT: Transportation

SUMMARY STATEMENT:
Under supervision of the Bus Lead person(s), assist in diagnosing mechanical problems and assist in the repair, installation, alteration, service, and maintenance of buses and in servicing a wide variety of vehicles.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Make minor road-side repairs, and/or tow disabled vehicles to the maintenance shop.
3. Repair and replace seats, glass, sheet metal, latches, and other body components and assemblies.
4. Change oil and filters, install anti-freeze and snow chains, adjust brakes, lubricate chassis, wheel bearings and other assemblies. Perform all required preventive maintenance and regular bus safety inspections.
5. Operate battery chargers, valve refacing and reseating machine, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machine, air wrenches, small lathe, spark plug tester and all other equipment required for performing repair and maintenance of motor vehicles.
6. Clean and organize the shop, parts room, and other maintenance facilities.
7. Complete vehicle maintenance forms, records, work orders, and stock records.
8. Assist in diagnosing and repairing mechanical, electrical, and engine defects in buses and other automotive equipment.
9. Assist with overhauling and rebuilding engines, transmissions, differentials, hydraulic and air brake systems, and other major components by repair and replacement of parts.
10. Assist in the repair and rebuild of generators, alternators, starters, and all other electrical components, utilizing testing devices and machine equipment as required.
11. Assist in performing general tune-ups, utilizing diagnostic equipment.

OTHER RESPONSIBILITIES:
1. May be required to drive bus on occasion.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Hearing (66-100%)  Speaking (66-100%)
Bending/Stooping (66-100%)  Standing (66-100%)  Writing (33-66%)
Acceptable Attendance  Pushing/Pulling (33-66%)  Exposure to chemicals/fumes
Lifting/Carrying  Use of hands and/or arms for repetitive Up to 75 lbs. individually; Over 75 lbs. with assistance (66-100%) motion (66-100%)
MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  Written Communication (33-66%)  Multiple Concurrent Tasks (66-100%)
Problem Solving (66-100%)  Verbal Communication (66-100%)  Constant Interruptions (66-100%)
Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Telephone, battery chargers, valve refacing and reseating machine, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, portapower, pumps, compressors, alignment board, drills, presses, headlight adjustment machine, air wrenches, small lathe, spark plug tester and all other tools and equipment required for performing repair and maintenance of motor vehicles.

MINIMUM QUALIFICATIONS:
1. A minimum of two years of experience as a heavy duty truck or bus mechanic.
2. Vocational training may be substituted for work experience on a year-for-year basis.
3. Demonstrated ability to communicate effectively.
4. Demonstrated ability to operate the tools and equipment as listed above.
5. Demonstrated ability to work from instructions in technical manuals, as well as carry out verbal and other written instructions.
6. Demonstrated ability to problem solve.
7. Must possess or must be able to obtain a valid Washington State Commercial Driver's License (CDL), Class B minimum, with passenger endorsement.
8. Must be able to supply necessary hand tools.
9. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260  Days Per Year (Includes Holidays)
8  Hrs. Per Day

PSE: ______________________________________  Date: _________________

District: _____________________________________  Date: _________________

Revised Date: 08/21/2000
Classification: Mechanics
Class: Bus Mechanic - Apprentice
Display on Web? Yes

Apprentice Bus Mechanic