

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Mechanic's Helper

Purpose of the Job

To aid and assist in the proper maintenance and repair of all School Bus, Motor Pool vehicles and other related equipment. Perform preventative maintenance and operational safety inspections on the School Bus Fleet and related Motor Pool vehicles.

Essential Job Functions

1. Assists mechanics in overhaul, rebuilding, and replacing major and minor assemblies and components.
2. Lubricates buses and other automotive equipment, including chassis lube, oil and filter changes, gearbox fill or drain and flush, wheel bearing pack, air cleaner service, and all other lubricating procedures as required.
3. Verifies operational safety of equipment and devices such as brakes, clutch, lights, mirrors, glass, fire extinguishers, first aid kits, highway warning kits, horn, warning lights and buzzers, emergency exits, wipers, signs, tires, etc.
4. Changes and repairs tires, performs complete battery service, and brake adjustments.
5. Installs antifreeze; services cooling systems (fill, drain, and flush); inspects and replaces hoses, caps, valves, etc., as required.
6. Makes minor repairs by replacing lights, spark plugs, ignition parts, latches and switches as required.
7. Safely operates all tools and equipment required to perform the assigned duties.
8. Drives service truck for parts pickup, towing, and roadside service as required.
9. Assists in cleaning and organization of the shop, parts room, and other maintenance facilities.
10. Maintains and updates accurate service records for various vehicles as required.
11. Other related duties as assigned.

Qualifications:

Education & Experience:

1. Be a High school graduation or equivalent.
2. Have a minimum of two years of general experience in professional automotive maintenance and repair, plus one year related experience on buses, trucks, or other heavy duty and special vehicular equipment.

Knowledge Skills & Abilities:

1. Ability to operate a personal computer.
2. Ability to follow directions.
3. Ability to communicate with staff and students.
4. Ability to get along well with co-workers.
5. Ability to lift heavy parts and equipment.
6. Knowledge of heavy automotive repairs and maintenance

Licenses, Certificates & Special Requirements:

Possess a valid Washington State Driver's License with the appropriate CDL certification.

Reporting Relationship:

Reports to the Director of Transportation.

Conditions of work:

Automotive repair shop environment

Union Affiliation:

NEA-WEA

FLSA Status:

Non-exempt

Wage Range:

NEA-WEA

Job #

NEA-WEA-102

Job History:

Created 10-7-02; Revised 11/10/03

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice