

**Pearl Public School District**  
**Job Description**  
**Mechanic**

**TITLE:** Mechanic

**QUALIFICATIONS:**

1. Must possess a valid CDL Class B with a "P" and "S" endorsement and a valid Mississippi School Bus Driver's Certificate. The Transportation Department will train the driver to secure a CDL License.
2. Be a mature resident of the community at least 21 years of age
3. Be in good health
4. Demonstration of aptitude or competence for assigned responsibilities
5. Prior mechanic work experience preferred
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Transportation Director

**JOB GOAL:** To ensure the smooth and efficient operation of the school buses and district vehicles for the ultimate safety of the students and staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs necessary repairs to ensure the safe operation of each school bus.
2. Performs routine maintenance jobs to ensure the continual safe operation of each school bus.
3. Diagnoses potential vehicle malfunctions (e.g. using computer diagnostic equipment, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
4. Inspects buses and transportation equipment for the purpose of ensuring it is in a safe operating condition.
5. Maintains and repairs heavy equipment (e.g. buses, forklifts, trucks, vans, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
6. Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
7. Operates tow truck for the purpose of rescuing broken down or snow bound vehicles.
8. Performs tire work (e.g. changing, balancing, etc.) for the purpose of ensuring all buses and equipment are operating on safe tires.
9. Responds to emergency situations (e.g. drives wrecker to tow in disabled bus, etc.) for the purpose of resolving immediate safety concerns.
10. Services buses, district vehicles, and transportation equipment for the purpose of ensuring it is maintained in a safe operating condition and scheduled preventative maintenance is performed.
11. Substitutes for bus drivers when needed.

12. Trains mechanic helpers, when needed, for the purpose of helping them learn the correct and safe way to repair and maintain vehicles.
13. Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
14. Follows all Board policies and procedures.
15. Maintains regular attendance and is punctual.
16. Promotes the district's vision, mission, and goals.
17. Adheres to the Mississippi Code of Ethics.
18. Performs other tasks and assumes other responsibilities as requested/assigned by the immediate supervisor and Superintendent.

TERMS OF EMPLOYMENT: 240 days. Salary and work year to be established by the Superintendent with the approval of the Board of Trustees

EVALUATION Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel