CLASSIFIED JOB POSTING
Permanent, Full-time Fleet Vehicle Mechanic for Sisters School District

POSTING DATE: July 14, 2020

POSITION SUMMARY
Improves student achievement by creating a safe mode of transportation for all riders, drivers and operators. Responsible for independently performing maintenance and repairs to school buses, fleet vehicles, heavy equipment and specialized equipment. Works with outside contractors for major repairs. Serves as a standby bus driver when needed.

QUALIFICATIONS
Required
- Minimum of three years’ experience repairing and maintaining fleet vehicles.
- ODE certification as an approved school bus inspector within six weeks of employment.
- Possession of a valid Class B Oregon Commercial Driver License with applicable endorsements for school bus driving or ability to obtain within 6 months.
- Possession of Oregon Department of Education School Bus Drivers Certificate, or ability to obtain (within 6 months) and maintain, following a period of training.
- High school diploma or equivalent.
- Computer Literacy: Training in, or experience with, CMMS Computer Maintenance Management System, email, Internet, word processing, and spreadsheets (preferably experience with MS Office & Google Suite products).
- Customer service experience.

Preferred
- Equivalent to an Associate of Arts degree or certificate from an accredited trade school in auto or diesel mechanics and three years’ experience in automotive or equipment repair and maintenance.
- Certified auto mechanic training.
- Experience maintaining and repairing School Buses.
- Work experience in a school setting.
- Experience working on small engines.
- Experience working on diesel engines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PERFORMANCE RESPONSIBILITIES:
- Perform bus annuals as required by the State of Oregon Pupil Transportation.
• Perform all types of maintenance on school buses and other district vehicles through inspection, servicing and repairing in the shop or in the field.
• Diagnose operating difficulties; make appropriate repairs. Check battery connections, ignition circuits, heaters, wiring, indicator lights, etc. Change and charge batteries.
• Inspect, troubleshoot, adjust, and rebuilds hydraulic and air brake systems.
• Troubleshoots and repairs vehicles powered by gas, propane or diesel.
• Performs preventive maintenance to include: inspection, lubrication and service work.
• Perform roadside repairs, or tow disabled vehicles when necessary.
• Serve as back-up driver when needed and when substitute drivers are not available.
• Complete required vehicle maintenance forms and paperwork.
• Inspect school district vehicles and equipment for safety hazards; report and/or correct as needed.
• Perform facility equipment maintenance as required.
• Perform preventative maintenance planning.
• Drive a school bus on a variety of routes and under varying weather conditions.
• Dispatch buses, and operate radios using proper radio protocols.
• Perform other duties and assume other responsibilities as assigned by supervisor.
• Perform snow removal.

Knowledge, Skills and Abilities

Knowledge of:
• Knowledge of the theory and principles of all vehicle systems including: basic engine, fuel (gas, propane and diesel), electrical, emissions, computer, brakes (ABS, air and traction control), steering and suspension, transmissions (manual and automatic), differentials, drive trains, hydraulic systems including hydrostatic drives and heating and air conditioning.
• Typical hazards, safety and environmental precautions of the mechanic trade.
• Knowledge of standard practices, methods, tools and equipment of the trade.

Skills to:
• Operate, maintain and apply the tools, materials and equipment used in the mechanic trade.
• Plan and perform mechanic preventive maintenance work consistent with the standards typical to the trade.
• Must be able to foster positive interactions with other mechanics and vendors in order to network and use outside resources for gaining additional mechanical knowledge.
• Computer skills include email, work orders, diagnostic software and other areas as needed.
• Proficient in the use of the tools and processes that are used in basic metal fabrication and welding.

Ability to:
• Ability to diagnose defects in all vehicle systems including: basic engine, fuel (gas, propane and diesel), electrical, emissions, computer, brakes (ABS, air and traction control), steering and suspension, transmissions (manual and automatic), differentials, drive trains, hydraulic systems including hydrostatic drives and heating and air conditioning.
• Identify problem areas and carry out inspections on a continuous basis in order to stay on top of developing problems in need of attention.
• Follow Operations Guiding Principles.
• Ability to take direction and perform assigned tasks.
• Ability to work cooperatively with and contribute to a diverse workplace through ideas and / or experiences.
• Ability to communicate effectively, both orally and in written form, using the English language with or without the use of an interpreter.
• Ability to prioritize scheduled and unscheduled tasks daily.
• Ability to establish and maintain effective communication and working relationships with students, staff, parents and public.
• Ability to understand, interpret and follow instructions and to work with minimal supervision in performance of routine duties.
• Ability to read gauges and instruments, interpret readings, locate and adjust color-coded wiring.
• Ability to climb on bus or ladders to make repairs.
• Ability to hear well enough to troubleshoot engine sounds.
• Ability to meet the qualifications of the Bus Driver position description.

PHYSICAL REQUIREMENTS
Work involves extended standing with lifting of objects from 10-50 pounds for 65 percent of the time. An additional 10 percent of the time is spent lifting objects over 50 pounds. Operate demanding equipment. Health/safety exposure includes noise extreme, ventilation extremes, and bad weather. Must be able to climb or pull self upward, kneel, stoop, crawl and crouch. Computer screen is used less than 25 percent of the time.

Contract: 260 days per year. This position will generally work a schedule that is Monday-Friday, from 6:30am to 3:00pm. Occasionally responds after hours for bus issues and to perform snow removal.

Salary: Salary Level G on CBA - $16.48 - $25.64 depending on experience; Full Benefits.

Projected Start Date: July 27, 2020

Position Closes: Open Until Filled.

Submission Details: Submit your completed Sisters School District Application, Cover letter, resume, and two letters of recommendation to the HR Department:

Attn: Tracy Suckow
525 E. Cascade Ave.
Sisters, OR 97759

If questions, call Tracy at 541-549-8521 Ext. 5021

Sisters School District is an Equal Opportunity Employer.