



## George County School District

# Transportation Mechanic Job Description

### Job Purpose

- Perform skilled diagnostic, maintenance, and repair work on school buses, trucks, and other district vehicles to ensure safe, reliable operation and compliance with standards established by the Mississippi Department of Education.
- Maintain vehicles and related equipment in peak operating condition to support safe student transportation and daily district operations.

### Knowledge, Skills, and Abilities

- Strong working knowledge of diesel and gasoline engines, including fuel, cooling, and exhaust systems.
- Knowledge of air brake and hydraulic brake systems commonly used in school buses.
- Skill in diagnosing mechanical and electrical issues using electronic diagnostic equipment and testing tools.
- Ability to read and interpret technical manuals, schematics, and repair diagrams.
- Proficiency in the safe use of lifts, welding equipment, air tools, and precision measuring instruments.
- Ability to prioritize and complete work orders efficiently to maximize fleet availability.
- Basic computer skills for maintaining digital maintenance records and utilizing fleet management systems.
- Effective written and verbal communication skills.
- Ability to lift up to 50 pounds and perform routine physical tasks required for mechanical repair work.

### Minimum Qualifications

- High School Diploma or GED required.
- Minimum of two (2) years of mechanical experience in automotive, diesel, truck, or bus maintenance, or completion of an Automotive or Diesel Technology program from an accredited college or trade school.
- Valid Mississippi Driver's License with a safe driving record; must obtain and maintain a valid Mississippi Class B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements within a specified timeframe.
- Must be able to meet and maintain applicable state certification requirements for school bus mechanics.
- Ability to perform routine physical activities including standing for extended periods, lifting at least 50-75 pounds, and working in varying weather conditions and confined spaces.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Inspect, maintain, and repair district fleet vehicles and related maintenance equipment.
- Perform scheduled preventive maintenance, including oil changes, filter replacements, lubrication, tire service, and system checks.
- Diagnose and repair mechanical and electrical system malfunctions, including engines, brakes, alternators, starters, belts, hoses, and related components.
- Conduct required safety inspections to ensure vehicles meet state and district standards.

- Utilize appropriate diagnostic equipment, specialty tools, and reference materials to complete repairs accurately.
- Maintain accurate maintenance records, inspection reports, repair orders, and labor documentation.
- Conduct road tests to verify proper vehicle operation and safety.
- Respond to emergency road service calls and perform on-site repairs or coordinate towing when necessary.
- Maintain a clean, organized, and safe work environment, including proper handling and disposal of hazardous materials.
- Provide assistance or guidance to mechanic helpers as needed.
- Complete assigned repairs within established timeframes.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent, including limited travel for meetings or training as required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Transportation Coordinator and Head Mechanic

**Supervises:** N/A

**Terms of Employment:** 240 Days

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature