



David Douglas School District #40

Classified Job Description

MECHANIC APPRENTICE

Schedule: 9 months per year
Class: 12

POSITION PURPOSE

To inspect, maintain and do minor mechanical repairs on district vehicles and related equipment

NATURE AND SCOPE OF RESPONSIBILITIES

- Repair bus seat damage
- Check battery connections, heaters, wiring; indicator lights and replace bulbs, as necessary
- Adjust brakes, change and charge batteries, repair water leaks
- Ensure that all work performed in the shop facility or in the field is completed on schedule, in an efficient manner, and is of high quality
- Maintain records related to repair, parts and labor costs, inventory and work orders
- Prepare related reports
- Road test vehicles, if necessary
- Perform other duties, as assigned by lead mechanic and/or supervisor

QUALIFICATIONS

- High School diploma or equivalent
- A valid Oregon driver's license CDL 'B' School Bus qualified with experience
- 21 years of age or older
- Some knowledge of gasoline and diesel engines
- Knowledge of standard practices, methods, tools and equipment of the trade
- Knowledge of regulations, hazards, and safety precautions relating to the trade
- Must possess a valid first aid card
- Ability to work harmoniously with others and communicate effectively and appropriately, both verbally and in writing, with supervisor, staff, and students
- Ability to perform the record keeping requirements related to the assignment

ESSENTIAL PHYSICAL REQUIREMENTS

Extensive degree of physical stamina: must be able to lift and manipulate heavy tires, equipment and automotive parts. Frequent and prolonged standing, bending, stretching, and crawling. Ability to move freely around the shop and in the field. Must be able to climb on bus or ladder to repair lights and wiper blades on vehicles. Eye-hand coordination required in carrying, positioning, grasping, and operating a variety of hand and power tools. Must read gauges and instruments, interpret readings, locate and adjust color coded wiring. Ability to perform duties in outdoor weather conditions. Ability to work around chemicals, dirt, dust, smoke, fumes, and paint. Must be able to drive a school bus on a variety of routes and under varying weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.