

SCHOOL BUS MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the complete overhaul and repair of buses and other automotive equipment of a school district. An incumbent is responsible for assuring that school buses meet safe standards for operation as established by board policy and the regulations of the State Departments of Education, Transportation, and Motor Vehicles. The work is unique given the high degree of responsibility assigned for assuring the physical safety of school students utilizing district vehicles. General supervision is exercised over the work of Automotive Mechanics, and Helpers, and depending on the school's organizational structure, School Bus Drivers. A School Bus Mechanic does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs skilled work in repairing and overhauling automotive equipment including school buses, trucks, tractors, and automobiles;
- Repairs and replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;
- Assembles and times engines;
- Mounts and dismounts snowplow blades and other auxiliary equipment;
- Repairs and overhauls ignition systems, transmissions, brake systems, clutches, and front and rear axles;
- Adjusts connecting rods and bearings;
- Straightens frames and fenders;
- Repairs and paints bus body; tightens body bolts, and replaces floors;
- Repairs seats and welds seat frames;
- Installs door windows;
- Adjusts steering mechanisms and aligns wheels;
- Repairs and maintains auxiliary equipment of school buses, trucks, and other automotive equipment;
- Orders parts, supplies, and equipment necessary to maintain and repair district vehicles;
- May plan bus routes, stops, and loads to obtain optimum efficiency;
- May prepare time schedules and assigns drivers and substitutes to specific routes or special trips;
- May monitor weather and road conditions in order to advise superintendent of schools, if conditions may be unsafe;
- May operate a school bus on a regular or substitute basis;
- May administer periodic road and written tests to bus drivers to insure they maintain safe standards of operation.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of automotive repair methods, terminology, practices, and safety standards; good knowledge of machine shop procedures; good knowledge of preventive maintenance practices; knowledge of the geography of the district; demonstrated ability to make difficult repairs to heavy automotive equipment; ability to work from plans and specifications; ability to plan and supervise the work of others; ability to readily acquire a knowledge of rules and regulations pertaining to the operation of a school district transportation system; ability to apply a critical attitude in the inspection and evaluation of work completed or in progress; good motor and eye and hand coordination; manual dexterity; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Three years experience involving the repair and maintenance of automotive equipment.

SPECIAL ADDITIONAL REQUIREMENTS FOR SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD: In agencies where required, an appointment or promotion to a position in this class shall not become permanent unless and until such time as an appointee secures a Class B license validated for the operation of school buses (P endorsement) and an “Affidavit of Experience for Qualification...to test drivers as required by Article 19A of the Vehicle and Traffic Law,” issued by the State Department of Motor Vehicles and maintain such qualification.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/13/01