

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** BUS MECHANIC

**REPORTS TO:** Transportation Manager, or designee

**RESPONSIBILITIES:**

1. Diagnose and repair mechanical, electrical, and engine defects in buses and other automotive equipment under the supervision of the shop foreman.
2. Overhaul and rebuild engines, transmissions, differentials, and other major components by repair or replacement of parts.
3. Repair and rebuild all electrical components utilizing testing devices and machine equipment as required.
4. Make minor roadside repairs as required.
5. Repair and replace seats, glass, sheet metal, latches, and other body components and assemblies.
6. Perform all required preventive maintenance and regular bus safety inspections.
7. Operate tools, equipment, and machines required for performing repair and maintenance of school buses and other motor vehicles.
8. Assist in cleaning and organization of the shop, parts room, and other maintenance facilities.
9. Complete vehicle maintenance forms and records.
10. Perform such other tasks and assume such other responsibilities as assigned by the Transportation Manager, or designee.

**QUALIFICATIONS:**

1. High school diploma or equivalent (GED).
2. Completion of a recognized apprenticeship as a heavy duty mechanic or full journeyman status as a heavy duty mechanic or a minimum of five (5) years applicable work experience or any equivalent combination of experience and training.
3. Experience in electronic diagnostic trouble shooting, with training in using software trouble shooting programs preferred.
4. Experience in 3116 and 3126 Caterpillar engines and Allison World transmissions preferred.

**QUALIFICATIONS: (Continued)**

5. Valid Washington State driver's license with CDL Class B endorsement with air restriction removed, passenger endorsement, and Washington State authorization for transporting students or ability to obtain required endorsements.
6. Ability to overhaul and rebuild engines, transmissions, differentials, and other major components by repair or replacement of parts.
7. Ability to operate tools, equipment, and machines required for performing repair and maintenance of school buses and other motor vehicles.
8. Ability to work with staff and the general public in a professional and appropriate manner.
9. Ability to work effectively as part of a team.
10. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

1. Must be in good physical condition.
2. Ability to move, lift, shove, pull, push, and carry objects weighing up to 70 pounds using proper lifting techniques, hand trucks, and dollies.
3. Dexterity:
  - a. Has sufficient physical dexterity and flexibility to work in confined spaces.
  - b. Has sufficient manual dexterity to work with small parts and components in the assembly and disassembly of equipment.
4. Ability to work in a prolonged standing position.
5. Ability to work with power tools and common hand tools.