



## Mechanic

**SUMMARY:** Under basic supervision, performs skilled maintenance, repairs, and adjustments on Mandan Public School (MPS) vehicles and equipment, in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs repairs and preventive maintenance on MPS fleet vehicles and equipment.
- Works independently, and makes appropriate decisions based on experience; performs work within scope of authority and training, and in compliance with MPS policies and quality standards.
- Diagnoses and repairs machinery and equipment, including mechanical and electrical systems, motors, and components; uses technical manuals, electronic diagnostic tools, and computer equipment to diagnose and correct problems; inspects vehicles to verify safety standards are met.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS

#### Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND four years of experience in vehicle and equipment repairs, including school bus repairs; OR an equivalent combination of education, training and experience.

#### Knowledge of:

- MPS policies and procedures.
- Methods, tools, and equipment used in the repair of vehicles, equipment, and components.
- City safety rules and regulations, occupational hazards and safety precautions.

#### Skill in:

- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles and equipment.
- Performing computerized diagnostic tests and calibrations on vehicle components and equipment.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relations with co-workers.

### LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Commercial Driver's License is required.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at MPS facilities and repair shops; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires. This is a safety sensitive position subject to drug and alcohol testing according to federal regulations.