# JOB DESCRIPTION

**POSITION TITLE:** Dispatcher/Vehicle Mechanic I  
**JOB CODE:** 456F  
**DIVISION:** Operational Support  
**JOB DESCRIPTION:** Classified Hourly  
**DEPARTMENT:** Fleet Maintenance  
**WORK DAYS:** 258  
**REPORTS TO:** Associate Director, Fleet Maintenance  
**PAY GRADE:** Rank F (NW06)  
**FLSA:** Non-Exempt  
**PAY FREQUENCY:** Bi-Weekly

**PRIMARY FUNCTION:** Assists drivers on the radio and dispatches mechanics to repair bus mechanical problems in the field; handles emergency situations.

## REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED required  
2. **Certification/License Required:** Valid Georgia Class B Commercial Driver’s License  
3. **Experience:** 2 years professional mechanical experience  
4. **Physical Activities:** Ability to lift a maximum of 75 pounds, lumbar belt required; manual dexterity, bending, squatting, climbing as needed in performance of duties  
5. **Working Conditions:** Majority of time in office type environment or indoors in garage environment; occasional need to work out of doors in elements; working with oils, fuels, greases, etc.  
6. **Knowledge, Skills, & Abilities:** Written and oral communication; mechanical skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.  
2. Maintains accurate documentation of bus breakdowns utilizing approved criteria.  
3. Dispatches mechanics from appropriate shops to repair buses in the field.  
5. Assigns spare buses when needed and maintains accurate records of spare bus usage.  
6. Dispatches orders and relays messages and special instructions to bus drivers and mechanics.  
7. Establishes and maintains professional, cordial relationships with drivers, peers, and the community.  
8. Inspects, maintains, and repairs system’s fleet vehicles when school is not in session.  
9. Utilizes a wide variety of test equipment, standard tools, specialty tools, and reference manuals as required to repair vehicles.  
10. Completes paperwork for preventive maintenance records, inspection reports, repair orders, and labor sheets.  
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee ________________________________ Date ____________________

Signature of Supervisor ________________________________ Date ____________________