



EMPLOYEE NAME: \_\_\_\_\_

Created: 1/11; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Dispatcher/Vehicle Mechanic II	<b>JOB CODE:</b> 456E
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Fleet Maintenance	<b>WORK DAYS:</b> 258
<b>REPORTS TO:</b> Associate Director, Fleet Maintenance	<b>PAY GRADE:</b> Rank E (NW05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Assists drivers on the radio and dispatches mechanics to repair bus mechanical problems in the field; handles emergency situations; inspects, maintains, and repairs District fleet vehicles.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia Class B CDL; must have passed at least one ASE School Bus Certification test
3.	Experience: 2 years experience as Vehicle Mechanic I
4.	Physical Activities: Ability to lift a maximum of 75 pounds; 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; computer 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.
4.	Keeps transportation dispatchers informed of bus repair status.
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 district's fleet vehicles.
9.	Diagnoses vehicle problems; evaluates components and failures.
10.	Conducts visual inspections of vehicle to determine source of mechanical problems.
11.	Utilizes a wide variety of test equipment, standard tools, specialty tools, and reference manuals as required to repair vehicles.
12.	Answers emergency road service calls and repairs on-site or tows defective equipment, up to 10,000 pounds, to maintenance facility for repair.
13.	Completes paperwork for preventive maintenance records, inspection reports, repair orders, and labor sheets.
14.	Provides mechanical advice to mechanic helpers.
15.	Maintains a clean and safe working area.
16.	Completes repairs within an acceptable time frame when compared to appropriate available flat rate repair manuals.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_