



Little Rock School District

JOB DESCRIPTION

Position Title: Diesel/Air Conditioning/Radio/DVR Mechanic

Prepared Date: 12/14/2021

JOB GOAL:

To keep the districts buses, air conditioning, two-way radios and DVR in such state of operating excellence that they present no problem or interruptions to the educational program

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

Non-Exempt

QUALIFICATIONS:

1. High School Graduate, two years or more of college preferred.
2. At least (5) five years of experience working on air conditioning for buses. Must be ASE certified or capable of obtaining certification.
3. Minimum of at least five (5) years' experience in mechanical work on school buses including engine, transmission, brake, electrical, and overall maintenance.
4. Must be proficient in reading schematics and ingrate circuits of the Multi-Plex Computer Systems
5. Must be proficient in using the internet in extracting the required drawings of the electrical systems
6. Must be authorized to complete factory repairs to Carrier, Trans Air,. Bluebird, and International.
7. Must have a commercial driver's license.
8. Must have a minimum of three (3) years' experience working on two-way radio systems.
9. Evidence of ability to repair Hydraulic Wheelchair Lifts.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Performs mechanical repairs including major overhauls.
2. Performs inspections of all vehicles and equipment.
3. Maintains maintenance records.
4. Must be available as a substitute bus driver when needed.
5. Performs heavy lifting.
6. Responds to after hour emergencies.



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7. Trouble shoots and repairs air conditioning systems in a timely manner.
8. Installs digital video camera systems and GPS. Repairs as needed.
9. Installs and repairs two-way radio systems as needed.
10. Inspects, lubes, diagnose, and repairs malfunctions on hydraulic wheelchair lifts.
11. Must be proficient in using the internet in extricating the required drawing of the electrical systems.
12. Must be capable of doing warranty work.
13. Reports for drug/alcohol testing as required
14. Audits contractor maintenance facilities and records on an as needed basis to determine compliance to contractual maintenance standards.
15. Performs other duties as assigned by the Director.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.