

	BAND/ GRADE	% OF TIME D,W,M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Repair and maintain school buses and other district vehicles.	B2	D 45%		KNOWLEDGE 1. Maintenance and operation of all aspects of gasoline & diesel engines 2. Automotive service excellence certification desirable (A.S.E Certified) 3. Operating diagnostic equipment (pro link, D.V.M etc.) 4. Computer – engine diagnostics, brakes, transmissions and entrance doors 5. Automatic & standard transmissions 6. Hydraulics and air brakes 7. Exhaust systems 8. Vehicle electrical systems 9. Steering systems and components 10. Repair front axles, king pins, spring shackles, springs, air ride suspensions 11. Third member two speed operations, gear set up and adjustments 12. Heating & cooling systems 13. Door & window operations 14. Headlight adjustment 15. Repair seats 16. Operation of repair equipment 17. Hazardous material 18. Operation & repair of vehicle safety equipment 19. Follow maintenance manuals 20. Tire repair and balancing 21. Bus operations 22. Bus laws, rules and regulations	
1.01 Conduct routine preventive maintenance and safety checks on all vehicles as required or requested. Determine which parts are worn or broken, need replacement or adjustment. Perform corrective maintenance based on determination.	A1/ B2	D 25%			1.01 All maintenance, repair & safety performed in conjunction with DOT standards and to the satisfaction of immediate supervisor.
1.02 Emergency road service in all weather conditions.	B2	M 4%			1.02 Appropriate decisions are made for emergency road services and proper procedures are followed.
1.03 Obtain repair parts as required or directed.	B2	W 2%			1.03 Parts are secured in a timely & appropriate manner.
1.04 Complete vehicle repair orders as required.	B2	D 4%			1.04 Vehicle repair orders are completed in a timely and appropriate manner and to the satisfaction of the supervisor & coordinator.
1.05 Assist with inventory control.	A1	A 2%			1.05 Inventory control was maintained according to procedures set up by the supervisor.
1.06 Follow all OSHA, Federal and State Safety Standards for shop and vehicle operations.	B2	D 4%			1.06 All OSHA, Federal and State Safety Standards are followed.

1.07 Maintain a clean, safe and orderly shop	A1	D 4%		23. School bus routes & roads 24. Two-way communications 25. Understanding district maps, roads & road conditions ABILITIES 1. Perform repair service 2. Operate all repair equipment 3. Fabricate and modify 4. Follow instructions 5. Listen 6. Communicate SKILLS 1. Current commercial drivers license with school bus endorsement 2. Driving bus according to all safety and operating regulations. 3. Ability to maintain knowledge, self educate and adapt to mechanical and electrical industry changes. 4. Ability to read and understand wiring and pneumatic schematics. 5. Welding skills-arc, gas & wire feed. 6. Emergency road repair in and out of town. 7. Recovery of stuck and disabled vehicles in all weather and conditions. 8. Ability and willingness to work with D.O.T inspectors as a goal for safest possible transportation of students and staff.	1.07 The shop is maintained in a clean, orderly and safe manner at all times.
1.08 Perform all other duties and assigned by the supervisor.	N/B	W 5%			1.08 Other duties completed to the satisfaction of the supervisor.
1.09 Substitute as bus driver when assigned.	N/B	M 2%			1.09 Substitute bus driver duties are performed satisfactorily with the safety of passengers in mind.
1.10 Maintain necessary physical conditioning consistent with commercial drivers license (CDL) requirements.	N/B	A 1%			1.10 Maintain current MNDOT physical.
1.11 Maintain individual driving record in accordance with commercial drivers license (CDL) standards, including violations occurring in personal vehicles, which could result in disqualification.	N/B	A 1%			1.11 Maintain current Minnesota commercial drivers license (CDL) with school bus endorsement.
1.12 Submit to Pre-employment, Reasonable suspicion, Random, Post-accident, Return to Duty and Follow-up testing for drugs and alcohol in accordance with 49 CFR, Part 382.	N/B	A 1%			1.12 Submitted to drug and alcohol testing as required.