



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Craftsperson – Mechanic

Reports to: Fleet Operations Manager
Department: Transportation
Compensation: Hourly Grade 10
Overtime Status: Non-Exempt
Date Job Revised: 7/2/2007

Position Summary: Repairing diesel, gasoline and alternative fueled trucks school buses, and automobiles.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- DOT physical, State of Oklahoma School Bus Driving Certificate.
- Advance knowledge in diverse fleet maintenance, and repair.
- Must be willing to acquire a class "B" CDL with Passenger, Air brake, and School bus endorsements.
- Must be willing to acquire and maintain ASE Master School Bus Technician Certificate and other ASE certifications as required.
- Must be willing to acquire and maintain a State of Oklahoma Alternative Fuels Certificate within one year of date of hire.

Experience:

- 4 years automotive or heavy truck mechanical and electrical repair

Specific Training/Skills:

- Welding experience is helpful but not required.
- Experience with International, Cummins and Mercedes diesels is helpful but not required.
- Positive attitude, strong self-initiative, and a desire for continuous self-improvement.
- Must be willing to work varied shifts.

Physical Requirements (If Applicable):

- Must pass DOT physical.
- Must be able to lift up to 70# unassisted.

Other:

- Will be required to perform advanced diagnostics, minor and major repairs, as well as preventive maintenance.
- Will assist and train other transportation personnel.
- Must have own tools.

Customer Contacts (Internal and External):

- Fleet Maintenance Facility Leadmen, transportation personnel, maintenance staff.
- No customer contact.

Essential Job Functions:

- Will be required to perform advanced diagnostics, minor and major repairs, as well as preventive maintenance.
- Will assist and train other transportation personnel.
- Attend meetings, fill out productivity report, attending classes for continuing education.