

Job Description

Position: Mechanic

Supervisor: Head Mechanic

Summary:

The mechanic will assist the Head Mechanic, Executive Director and the Head Bus Driver along with the Center staff in assuring that all of the policies and procedures of the bussing service, as it relates to the maintenance of vehicles at the Center, are carried out. The mechanic will carry out the directions of the Center Leadership as it relates to the caring for and repair of the vehicle fleet at the Center. This relates to vehicles involved in the daily transportation of students, and the coordination of the Center's use of vehicles, and bus drivers are carrying out their individual responsibilities relating to maintenance as outlined in the job descriptions. The Mechanic will assure that the repair and care of vehicles and overall maintenance services will be characterized by a Christian attitude and in the context of a Christian Atmosphere (2 Timothy 2:1f; Deuteronomy 11:18-21)

I. Qualifications:

- A. The mechanic would be preferred to meet all the qualifications outlined in the Bus Driver Job Description.
- B. The mechanic will possess the attitude of Servant Leadership modeling a cheerful character in carrying out his/her duties.
- C. The mechanic will possess good communications skills.
- D. The mechanic will possess good management skills as they relate to the maintenance and management of vehicles and interacting with drivers, vendors, and administration and staff of the Center.
- E. The mechanic will possess good mechanical ability especially in the areas of diagnostic repair, fleet management and maintenance, and commercial vehicle care.

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II. Responsibilities:

- A. The mechanic shall take responsibility for scheduling and doing regular maintenance on the vehicles to assure their good repair and safe function.

B. The mechanic will be responsible for the cost-effective management of the purchase of parts from supply places, salvage yards, and other vendors designated by the administration.

C. The Mechanic will be responsible for managing paperwork requirements relating to the purchase, maintenance, and administration of the maintenance operations of the busing program, including but not limited to: Documentation of regular maintenance and safety checks on every Center owned vehicle and documentation of all repairs by the Center mechanic and other contracted services. This paperwork would include, regular maintenance sheets, financial repair notifications and other paperwork required by the administration of the Center.

D. The mechanic shall manage the scheduling of vehicles for repair in conjunction with the head drivers.

E. The mechanic will coordinate the scheduling and delivery of vans being serviced to all Center personnel for Center uses in conjunction with the head driver.

F. As an agent of the Center, the mechanic will act in a fashion that glorifies Christ and represents the Center positively in the community.

G. The mechanic will supervise the work of contracted service and repair of Center vehicles and assure that they are carrying out their roles appropriately, communicating with the Administration of the Center when they do not. This relates specifically to communications skills, maintenance of vehicles, daily scheduling, safety issues, and other duties as required by his supervisor.

H. The mechanic will be available to work between 20 and 40 hours a week as scheduled by his supervisor.

I. The mechanic must be available to respond in a timely manner to emergency repairs of Center vehicles when necessary.

III. Evaluation:

The Mechanic will undergo an annual evaluation done by his supervisor.

Salary