



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Mechanic Transportation

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: Under direction of Transportation Supervisor, performs a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks, automobiles, school buses, small engines, mowers, and other District vehicles. Must hold and maintain an inspection certification.

Duties:

- Inspect, diagnose, overhaul, adjust and repair gas- and diesel-powered buses, trucks, automobiles, and other power equipment.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems (unless directed to contract out).
- Perform a prescribed preventative maintenance program on the bus fleet and trucks and automobiles implemented by the transportation supervisor.
- Road test vehicles after work has been completed.
- Inspect school buses and sign forms indicating compliance with State requirements provided by law.
- Perform work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including to perform work in accordance with and maintain equipment as required.
- Patch and install seat cover and other accessories on buses.
- Operate a steam cleaner to clean buses, automobiles, and trucks.
- Maintain inventory of parts and supplies on hand for the repair of vehicles; contact and compare vendors to obtain high quality supplies for the best price.
- Maintain a clean and orderly work area; maintain and repair shop facilities and equipment.
- Maintain a variety of records, including vehicle identification, data, mileage, and nature of each inspection, maintenance, lubrication, and repair performed; then forward to transportation supervisor.
- Mechanics must maintain inspection certification throughout employment.
- Perform related duties and responsibilities as required.
- Drive a school bus as needed.
- Observe all district policies.

Knowledge of:

- Methods, techniques, and procedures used in the inspection, maintenance, overhaul, repair, and adjustment of gas- and diesel-powered equipment.
- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools.

- Methods, techniques, and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems, and chassis.
- Methods and techniques of performing acetylene and arc welding and electrical work on motorized vehicles and equipment.
- Principles, practices, and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment.
- Operational hazards and standard safety practices necessary in assigned work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.
- Operate the full range of diagnostic, maintenance, and repair equipment in a safe and effective manner.
- Operate a school bus and motor vehicle safely.
- Operate modern office equipment, including computer equipment.
- Positively respond to supervision as provided by the transportation supervisor, operations manager, business manager or others as assigned.

Ability to:

- Perform the full range of journey level mechanical work, including the diagnosing, troubleshooting and repairing equipment.
- Inspect, maintain, overhaul, repair and adjust gas- and diesel-powered equipment.
- Repair and adjust fuel, ignition, electrical and cooling systems, and chassis.
- Perform acetylene and arc methods of welding on motorized vehicles and equipment.
- Perform electrical work on motorized vehicles and equipment.
- Patch and install seat cover and other accessories.
- Accurately determine mechanical repair needs.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Work independently in the absence of supervision.
- Understand and follow oral and written instruction.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Keep supervisors informed of issues related to the job.
- Respond positively to constructive criticism.
- Maintain inspection certification.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Four years of experience as a mechanic, including experience working with school buses, gas and diesel engines, hydraulic systems, and air brake systems.

Training:

Any certificates or proof of continuing education in the mechanical field, i.e., Cummins, Caterpillar, Allison transmissions, welding, etc.

License or Certificate: Must maintain a valid driver's license. Must hold and maintain an inspection certification.

Essential Physical Demands:

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

Supervisory Duties: None

Reports to: Director of Transportation

Candidate Profile

Education and Certification:	<ul style="list-style-type: none"> • High School diploma • Inspection Certification • Must hold and maintain an inspection certification.
Experience and Skills:	<ul style="list-style-type: none"> • Ability to understand and follow oral and written instructions. • Flexible and maintain a positive attitude. • Work cooperatively with supervisors and coworkers • Ability to inspect and to maintain inspection certification
Culture and Fit:	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas. • Maintains and models high standards of personal and professional integrity and confidentiality

Physical Requirements and Working Conditions: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Reach with hands and arms			X	
Use hands to finger, handle, or feed			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			

Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X	X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate		X		

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.