



# Mechanic

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**Reports To:** Director of M&O  
**Salary Schedule:** A  
**FLSA:** Hourly

**Bargaining Unit:** Wenatchee PSE M&O  
**EEOC Status:**  
**Revision:** April 2011

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## SUMMARY

The Mechanic maintains district cars and buses in top condition in order to prevent problems and interruptions of district educational programs. To perform these duties, the Mechanic must work closely with the staff and administration of Wenatchee School District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain district vehicles in top condition in order to prevent interruptions of district educational programs.
- Working knowledge of the simple mechanical parts of motorized vehicles; of proper lubrication procedures, and of tire repair/changing procedures.
- Ability to do mechanical maintenance.
- Ability to keep records and to understand and follow oral and written instructions.
- Communicate effectively with members of the school district and community.
- Appropriately operate all equipment and machinery as necessary. Drive a bus route when needed.
- Attendance and punctuality are important functions of this position.
- Other duties as assigned.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Customer Service** - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

**Written Communication** - Writes clearly and informatively. Ability to read and comprehend simple instructions, short correspondence, and memos.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

## **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or equivalent.
- Minimum of two or more years of previous automotive mechanic experience and/or training.
- Must possess a current Washington State driver's license with an intermediate endorsement (CDL) and State School Bus Driver's Certificate with an endorsement for transporting children.
- Ability to recognize potential and existing mechanical problems.

## **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, bend and turn or crawl. The employee is occasionally required to sit; talk or hear and taste or smell. The employee

must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, dust, fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually loud.