



EMPLOYEE NAME: _____

Created: 11/06; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Dispatcher/Vehicle Mechanic I	JOB CODE: 456F
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Fleet Maintenance	WORK DAYS: 258
REPORTS TO: Associate Director, Fleet Maintenance	PAY GRADE: Rank F (NW06)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Assists drivers on the radio and dispatches mechanics to repair bus mechanical problems in the field; handles emergency situations.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia Class B Commercial Driver’s License
3.	Experience: 2 years professional mechanical experience
4.	Physical Activities: Ability to lift a maximum of 75 pounds, lumbar belt required; manual dexterity, bending, squatting, climbing as needed in performance of duties
5.	Working Conditions: Majority of time in office type environment or indoors in garage environment; occasional need to work out of doors in elements; working with oils, fuels, greases, etc.
6.	Knowledge, Skills, & Abilities: Written and oral communication; mechanical skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains accurate documentation of bus breakdowns utilizing approved criteria.
3.	Dispatches mechanics from appropriate shops to repair buses in the field.
4.	Keeps transportation dispatchers informed of bus repair status.
5.	Assigns spare buses when needed and maintains accurate records of spare bus usage.
6.	Dispatches orders and relays messages and special instructions to bus drivers and mechanics.
7.	Establishes and maintains professional, cordial relationships with drivers, peers, and the community.
8.	Inspects, maintains, and repairs system’s fleet vehicles when school is not in session.
9.	Utilizes a wide variety of test equipment, standard tools, specialty tools, and reference manuals as required to repair vehicles.
10.	Completes paperwork for preventive maintenance records, inspection reports, repair orders, and labor sheets.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____