



EMPLOYEE NAME: _____

Created: 11/06; 10/12; 6/18 ;7/25

JOB DESCRIPTION

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| POSITION TITLE: Dispatcher/Vehicle Mechanic I | JOB CODE: 456F (TRS Eligible) |
| DIVISION: Operational Support | SALARY SCHEDULE: Classified Hourly |
| DEPARTMENT: Fleet Maintenance | WORK DAYS: Annual Operational Employee |
| 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. | |
| REVISION DATE(S): 7/25 | |

REQUIREMENTS:

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| 1. | Educational Level: High School Diploma or high School Equivalent 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, 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, computer skills |

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

ESSENTIAL DUTIES:

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| 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 _____