



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Head Mechanic
Reports to: Director of Transportation

Purposes and Objectives of the Position:

The Head Mechanic is responsible for the overall safe and efficient operation of the bus garage to keep the district's bus fleet in such a state of operative excellence that they present no problems or interruptions to the educational program.

Qualifications:

- High school diploma or equivalent.
- Training or coursework in gasoline and diesel-powered motorized equipment repair, overhaul, and maintenance.
- Demonstrated success in performing a wide variety of tasks requiring an understanding of, and proficiency at, automotive mechanical repair including diesels.
- Minimum of three years of experience in the repair and maintenance of school buses or similar vehicles.
- Valid Kansas Commercial Drivers License (CDL) with Passenger and School Bus endorsements
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

General Duties and Requirements

- Assists the Director of Transportation with the day-to-day operations of the transportation department.
- Provides the director with ongoing updates on fleet operational status and funding requirements.
- Prepares parts funding request forms and bid specification worksheets for bus, tire, and equipment acquisitions.
- Validates the equipment procurement process and researches product specifications, capabilities, and costs.
- Performs diagnosis, overhaul, repair, and preventive maintenance of the district's bus fleet.
- Establishes and maintains a clear tracking system for the receipt and issuance of parts and supplies.
- Maintains an efficient and effective system for routine bus fueling and weekly maintenance checks.
- Establishes and maintains files and repair/maintenance records.
- Maintains availability at any hour to assist in the event of an emergency or vehicle malfunction.
- Ensures that buses are in a constant state of readiness and conform to Highway Patrol standards at all times.
- Provides guidance to bus drivers on proper parking lot safety, pre-/post-check requirements, and the care and upkeep of district buses.
- Oversees the safe and efficient operation of the bus maintenance facility.
- Serves as an emergency substitute bus driver, bus aide, or crossing guard if an appropriate substitute cannot be secured. Performs duties and functions of these positions, and maintains all licenses and certifications required to perform these duties.

- Attends appropriate workshops and training programs as assigned by the director.
- Performs other duties as assigned.

Physical Requirements / Environmental Conditions:

- Requires prolonged sitting.
- Requires turning and reaching.
- Requires driving skills, including ability to operate vehicle at night.
- Must work indoors and outdoors during the school year.
- Must be able to lift the hood of the bus (approximately 50 pounds).
- Must work in noisy, crowded, stressful environments with numerous interruptions.
- Must work in and around dust, fumes, and odors.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.