

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

DIAGNOSTIC DIESEL MECHANIC

SUMMARY

Perform all bus and fleet vehicle repair, estimation, diagnosis, and correction following standard operating procedures (SOP's). Complete routine rebuilds and replacements. Make best value and safety decisions to continue to operate, repair or replace and perform technical repairs and/or replacement.

QUALIFICATIONS

1. Technical or advanced degree in Diesel Mechanics or equivalent experience;
2. Exposure to Windows based computer system, preferred;
3. Diagnostic and troubleshooting competency relating to equipment repairs;
4. Successfully demonstrated problem solving skills;
5. Examples of teamwork and customer service skills, including good oral and written communication skills;
6. Required/Recommended Training (Technician Training Template);
7. Must be able to lift 50lbs or more;
8. Must have valid drivers license with acceptable driving record (CDL with class B with P & S endorsement required);
9. Maintain a current D.O.T. physical card;
10. Own necessary basic tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Follow workplace and vehicle safety procedures consistently.
2. Follow MSDS (Material Safety Data Sheets) training and guidelines.
3. Able to perform proper Preventative Maintenance – lube, filters, inspection-includes appearance, interior and exterior, cab related, safety and security.
4. Tire maintenance/repair to include tread, inflation, rotation, wear, recondition wheels.
5. Understand shop security and alarm system.
6. Follow good housekeeping standards.
7. Perform Emergency Road Calls.
8. Direct/indirect labor accountability (completing personal paperwork).
9. Basic computer skills.
10. Assist in parts inventory management.
11. Inspect/repair/rebuild/replace driveline components.
12. Remove and replace transmission and clutch.
13. Advance and continually upgrade tools.
14. Facility and equipment audit inspection process/exceptions (safety & environmental).
15. Perform valve and injector adjustments.
16. Remove and replace steering and chassis components.
17. Injection replacement/Fuel system diagnostics.

Essential Duties and Responsibilities (Continued)

18. Brake system diagnostics – air, hydraulic, and ABS – advanced.
19. Processes all paperwork and directs shop activities in the absence of supervisor.
20. Fifth wheel service and rebuild/king pin wear.
21. Diagnostic Computer Skills.
22. Citation correction/sign off.
23. Advance road call and on road repairs.
24. Suspension inspection and repair.
25. Advanced electrical – engine electronics, lighting system repair.
26. Major component rebuild.
27. Must be able to communicate with other shop associates, bus drivers, and maintenance shop on such things as stances, wait time, reasons for repair decisions and status updates.