

Mechanic

Reports to: Transportation Coordinator

FLSA Status: Non-exempt

SUMMARY:

Repairs, overhauls, and inspects school buses, trucks, and other automotive vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Examines and analyzes vehicles. Discusses with Transportation Coordinator nature and extent of damage of malfunction;
- Plans work procedure, using charts, technical manuals, and experience;
- Raises vehicles, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicles;
- Removes unit, such as engine, transmission or differential, using wrenches, portable air hoist, and transmission jack;
- Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges;
- Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings using mechanic's hand tools and all necessary precautions;
- Overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators;
- Rewires ignition system, lights, and instrument panel;
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator;
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts;
- Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers;
- Makes minor repairs to county vehicles along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires;
- Maintains a clean and safe work area;
- Follows local, state, and OSHA regulations;
- Observes and promotes safe work practices and procedures;
- Uses and wears safety and protective equipment;
- Attends in-service training to develop and improve knowledge and skills of a proficient mechanic;
- Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies;

JOB DESCRIPTION
Scott County Schools

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Transportation Coordinator immediately, or as soon as reasonably possible;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Transportation Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the county; skill in the safe operation of a school bus; ability to assist children, using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others. Automotive Service Excellence (ASE) Endorsement of Master School Bus Technician preferred. Must have basic skills and knowledge of diagnostic testing equipment.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Commercial Driver's License with School Bus, Passenger Bus and Combination Vehicle Endorsements. Diesel mechanic training preferred. Evidence of prior successful experience as a journeyman automobile and/or truck fleet mechanic, and qualify for annual certification as an official inspection mechanic by the Virginia Department of State Police is preferred.

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.

Duties performed typically in, but not limited to the division bus garage, on buses on bus routes throughout the division. Frequent walking, standing, stooping, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances and possible road hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.