



Union County Public Schools

Job Description

POSITION TITLE: Mechanic I/Fuel Truck Driver	TERM OF EMPLOYMENT: 12 months
DATE: 10/18/2023	DATE OF PREVIOUS REV: 2016-2017
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE: 12, starting \$3,062.63/month

JOB SUMMARY: Under general supervision, a Mechanic I/Fuel Truck driver will service the mechanical needs on a variety of automotive, construction and specialized equipment in the fleet maintenance garages of the school system.

ESSENTIAL JOB FUNCTIONS

1.	Provide service to vehicles by providing fuel, performing minor repairs and ensuring the safety operating capabilities in the field.
2.	Operates a fuel, oil or other truck in the field in support of the safe and efficient transportation of students.

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Accurately maintain records, as required by state or federal laws, and Union County Board of Education policies, and adhere to confidentiality requirements of state and federal law.
2.	Perform repairs and maintenance of school buses and related fleet/equipment.
3.	Service vehicles by checking a variety of fluid levels and inspecting parts for wear, lubricates, and changes oil.
4.	Checks and installs batteries, fuses, brakes, fan belts, lights, and air filters.
5.	Steams, washes, and cleans vehicles' motors and exteriors; vacuums vehicles interiors, cleans work areas.
6.	Checks tire pressure and tread; changes, repairs, rotates tires.
7.	Operates a variety of tools and equipment including air compressors, wreckers, jacks, tire changes, gauges, and others.



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8.	Transports buses as needed to remote locations.
9.	Effectively produce professionally written correspondence across various communication mediums, i.e. cell phone, computer.
10.	Perform other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none">• High School diploma or equivalent supplemented by related trade school courses.• Possess valid North Carolina commercial driver's license (CDL) Class A with ability to obtain endorsements (N-tanker, P-passenger, S-school bus).	

KNOWLEDGE, SKILLS, AND ABILITIES

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Commercial driver license (CDL) holders and applicants must meet the medical qualifications set by the N.C. General Statute Medical Qualifications Standards Applicable to Commercial Drivers.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations.

PHYSICAL REQUIREMENTS

Work Environment: Heavy – Exert Force 50 – 100 lbs., frequently and up to 50 lbs., constantly; or a significant amount of force to frequently lift, carry, push, pull and move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoor exposure to outside weather conditions. Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.