JobID: 72515
Posting Dates: August 27-September 2, 2026

LOGAN COUNTY SCHOOLS
Logan, WV
JOB POSTING & DESCRIPTION

TITLE: **Mechanic**

Job Posting: 72515

Posting Dates: 8/27/26 - 9/2/26

Location: Logan Bus Garage

Salary: Pay Grade F
Paid Sick Leave; Retirement Plan; Life Insurance; Health Insurance; Optional dental, vision.

REPORTS TO: SUPERINTENDENT/ASSISTANT SUPERINTENDENT/DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- High school diploma or equivalent
- Successful completion of the WV State Competency Test for Mechanics
- ASE certification /AC- heating systems preferred
- Experience as diesel mechanic required
- Valid West Virginia CDL driver's license, class B with P & S endorsement
- Physical examination that verifies that the duties of the position can be performed
- Satisfactory background investigation including investigation done by the CIB
- Must be able to independently diagnose problems and make appropriate repairs to fleet vehicles and other equipment used the transportation department
- Demonstration of skill in using computer diagnostic equipment
- Demonstrate knowledge of all aspects of repair and maintenance of gasoline and diesel engines.
- Demonstrated knowledge of all aspects of bus bodies and chassis including but not limited to electrical systems, heating systems, braking systems, suspensions, air systems, electronics, etc.
- Adequate supply of mechanic's tools to perform major vehicle repair and maintenance
- Demonstrated good attendance
- Demonstrated ability and willingness to follow instruction

SUPERVISORY RESPONSIBILITIES: As assigned

JOB RESPONSIBILITIES

1. Maintain positive work habits.
2. Maintain or upgrade skills.
3. Perform duties effectively and productively.
4. Observe high standards of safety and good housekeeping in work area
5. Report to Shop Foreman or Garage Supervisor any defects discovered while working on vehicles.
6. Maintain and repair all vehicle and mobile equipment used in county school system.
7. Performs the diagnosing and repairing of county vehicles, and equipment
8. Performs road call service of down vehicles
9. Perform routine preventive maintenance
10. Knowledge of vehicle parts
11. Maintain accurate vehicle maintenance records
12. Check all major functions before a job is released from shop
13. Assist in maintaining current inventory of vehicle parts with accurate written records
14. Repair and install seats
15. Repair and replace window glass
16. Ability to use welder when necessary
17. Repair brake systems-air and hydraulic
18. Repair front end and steering component
19. Trouble shoot and repair electrical systems
20. Tune engines
21. Repair fuel systems
22. Repair and rebuild standard transmissions
23. Repair gasoline, diesel, and small engines
24. Repair a deferential unit
25. Repair mowing equipment, tractors, etc.
26. Repair and replace tires and chains
27. Repair cooling systems, radiators, hoses, etc.
28. Repair and/or replace vehicle body parts and painting
29. Repair and replace exhaust systems
30. Perform other assignments as may be necessary in job related duties as assigned by shop foremen or garage supervisory
31. Repair and paint vehicles
32. Maintain a clean work area

Length of Employment: 261 days
Responsibilities: as assigned
Effective Employment Date: To Be Determined
Disclaimer: *Incomplete and /or inaccurate bid sheets will not be considered*