Mechanic—Preston County Schools Bus Garage

Posting Dates: October 28-November 4, 2026

Location: Bus Garage

Shift: 9:00 am - 5:00 pm

Employment Term: 240 Days; prorated for the 2026-2027 school year

Salary Range: Pay Grade F

Requirements: Successful completion of the state-required mechanic training and testing (score of 70% or higher), background check clearance, and CDL Class B required.

General Responsibilities and Goals:
Perform general repairs, carry out all phases of preventive maintenance and inspection program of all school buses and other Board of Education motor vehicles in compliance with state and county regulations. Driving on scheduled bus runs as need requires.

Relationship:
Accountable directly to the head mechanic, supervisor of transportation and superintendent.

Minimum Qualifications:

- High school graduate or equivalent;
- Class "B" CDL with P and S endorsements;
- Completion of a recognized apprenticeship as an automotive/diesel technician, full journeyman status as an automotive technician, ASA certification or a minimum of four years' applicable work experience of any equivalent combination of experience and training;
- WV State Inspection Certification preferred;
- Experience in repair and maintenance of heavy duty and diesel vehicles and special vehicular equipment;
- Ability to identify, diagnose, and repair vehicle malfunctions;
- Ability to communicate with staff, peers and students;
- Ability to understand job functions in relationship to school district needs;
- Ability to work under pressure;
- Ability to maintain accurate bus repair and other records;
- Be in good physical condition;
- Required to provide basic hand tools up to 1 inch and toolbox.

Terms of Employment
Mechanics are employed 240 days at a salary adopted by the county pay scale.

Specific Duties:
The specific duties include, but are not limited to, the following:

- Diagnose and repair mechanical, electrical and diesel engine defects in buses and other automotive equipment by using electronic computer-based diagnostic equipment;

- Overhaul and rebuild diesel engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts;
- Repair and rebuild generators, alternators and all other electrical components utilizing testing devices and machine equipment, as required;
- Perform general tune-ups utilizing diagnostic equipment;
- Make roadside repairs as required;
- Repair and replace seats, glass, sheet metal, latches and other body components and assemblies;
- Change oil and filters; install antifreeze and snow chains; repair tires; adjust brakes; lubricate chassis, wheel bearings and other assemblies, as required;
- Perform all required preventive maintenance and regular bus safety inspections;
- Operate battery chargers, valve re-facing and reseating machines, compression gauges, torque wrenches, welding equipment, grinders, reamers, hoists, jacks, presses, air wrenches, small lathes, and other equipment for performing repair and maintenance of motor vehicles;
- Assist in cleaning and organizing the shop, parts room and other maintenance facilities;
- Complete vehicle maintenance forms and records.
- Drive on existing bus runs as need requires.

Professional Development

- Take advantage of opportunities to increase knowledge to become familiar with practices and procedures for maintaining and repairing new systems and components.
- Attend in-service and job-related training.