LOCATOR #: HR-JD 5.30

MONONGALIA COUNTY SCHOOLS
Job Description

TITLE: MECHANIC

DEFINITION:

Mechanic - means personnel employed who can independently perform skilled duties in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system.

Assistant Mechanic - means personnel employed as a mechanic apprentice and helper.

QUALIFICATIONS:
1. High School diploma/GED
2. Good health and physicaly stamina and capable of performing heavy work
3. Ability to use related tools and equipment
4. Knowledge of the trade and work safety
5. Hold a valid Motor Vehicle Operator's License and West Virginia License for school buses
6. Be able to communicate, read, write and perform simple mathematical computations common to the trade and follow written and oral instructions
7. Demonstrate aptitude and competence as a wheeled vehicle mechanic
8. Capable of operating a wheeled recovery vehicle
9. Meet the health requirements as set forth by West Virginia State Code/Local policy
10. Pass the approved West Virginia Service Personnel Test for Mechanic

[Mechanic/Chief Mechanic]
1. Three year's experience in a motor repair and maintenance shop or other mechanical experience approved by the Supervisor of Transportation
2. Complete a 6 month technical training program or apprenticeship

REPORTS TO: Supervisor of Transportation/Manager of Support Services

SUPERVISES: [Assistant Mechanic] N/A
[Mechanic] N/A
[Chief Mechanic] Mechanic/Assistant Mechanic

JOB GOALS:

Assistant Mechanic/Mechanic - To keep the county's cars and buses in such a state of operating excellence that they present no problem or interruptions to the educational program.

Chief Mechanic - To be responsible for directing activities which ensure that student transportation or other board-owned vehicles are properly and safely maintained.

TERM OF EMPLOYMENT:

261 Days. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Support Service Personnel Evaluation.

ESSENTIAL JOB FUNCTIONS:

[ASSISTANT MECHANIC]:

1. Assist the mechanic to perform preventative maintenance operations, inspections, servicing, repairs and rebuilding of school buses
2. Change and rotate tires when needed
3. Assist with pre-run checks when needed
4. Change oil and filters and lubricate fleet vehicles assigned
5. Make bus runs as a substitute when directed by supervisor
6. Complete forms and reports required to record work performed
7. Maintain a clean work area

[MECHANIC all of the above and]:

1. Make immediate vehicular repairs when defects are discovered
2. Complete maintenance records, including cost, for vehicle assigned
3. Perform routine scheduled preventative maintenance inspections for assigned vehicles
4. Prepare vehicles for state inspections
5. Report vehicle and equipment deficiencies to supervisor
6. Use proper tools and equipment
7. Communicate with drivers to insure understanding of malfunctions or complaints on vehicles
8. Take advantage of opportunities to increase knowledge or become familiar with practices and procedures for maintaining and repairing new systems and components

[CHIEF MECHANIC all of the above and]:

1. Supervise the diagnosing, assigning and repairing of school board owned vehicles
2. Maintain a current inventory of supplies and equipment
3. Establish an efficient and effective system of routine automotive maintenance and preventive care
4. Set up and supervise a system for the receipt and issuance of parts and supplies and the keeping of records and inventories
5. Lay out, assign, supervise and inspect the work of the mechanic in the overhaul and repair of Board's transportation equipment
6. Promote high standards of safety and good housekeeping methods in all work-connected areas
7. Verify time cards of garage workers
8. Complete maintenance records, including cost, for each vehicle assigned

NON ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits
2. Perform duties efficiently and productively

3. Maintain and upgrade skills
4. Maintain positive public and employee relations

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required for this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions and extreme cold and heat.

JOB DESCRIPTION REVIEW:

This job description will be reviewed annually.

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.