

**Mechanic I-Fuels**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Operations**  
**Dept:**       **Transportation**

**TITLE:**                   **Mechanic I-Fuels**

**QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Two years of experience in vehicle maintenance or technical training in the automotive field.
3. Valid North Carolina CDL with X, P, and S endorsements and the ability to obtain a School Bus Certificate.

**REPORTS TO:**           Garage Foreman/Transportation Director

**JOB GOAL:**            To provide support to the Transportation Department with fueling vehicles and assisting mechanics.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Perform all fuel house duties and train other transportation personnel to assist with them as needed.
3. Operate fuel truck including loading and dispensing fuel.
4. Maintain tire inventory including mounting and balancing tires.
5. Maintain accurate fuel use records.
6. Assist other mechanics as needed.
7. Operate a school bus to transport students as needed.
8. Check and maintain appropriate fluid levels.
9. Perform related duties and responsibilities as requested by the Shop Foreman or Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate fueling and tire maintenance knowledge for school buses and other vehicles.
- Ability to follow verbal and written instructions.
- Ability to physically perform fueling and tire mounting.
- Demonstrate general knowledge and skill in the use and operation of shop tools and machinery.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job and to lift and move up to 80 pounds.

