Mechanic I New Hanover County Schools

Job Description

Class: Classified Dept: Transportation

TITLE:		Transportation Mechanic I	
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 P, and S endorsements within 6 months; valid North Carolina Vehicle Inspector License.	
REPORTS TO:		Transportation Director	
JOB GOAL:		To provide support in the Parts Department and perform mechanical work on buses.	

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. Diagnose minor and frequently occurring mechanical problems using diagnostic equipment.
- 3. Assist with monthly inspection of buses.
- 4. Assist with Preventative Maintenance of buses.
- 5. Change out bus tires.
- 6. Change oil and filters on buses.
- 7. Perform daily random inventory count.
- 8. Lead annual inventory reconciliation.
- 9. Issue and receive parts.
- 10. Perform general maintenance as needed.

- 11. Provide support for the Parts Department.
- 12. Perform related duties and responsibilities as requested by the 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 knowledge of school bus and vehicles operation and maintenance.
- Demonstrate knowledge of the operating principles of internal combustion engines.
- Skill to perform manual tasks associated with engine maintenance, tire replacement, and vehicle body repair.
- Ability to follow oral and written instructions.
- Ability to physically perform most repairs.
- Demonstrate general knowledge and skill in the use and operation of shop tools and machinery.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to interpret and work from sketches, diagrams, and installation and repair charts.
- 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.