

**Transportation Mechanic III**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Transportation**

**TITLE:**                               **Transportation Mechanic III**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Four or more years of experience in vehicle maintenance or technical training in the automotive field.
3. Valid North Carolina CDL with X, P, and S endorsements; valid North Carolina Vehicle Inspector License.

**REPORTS TO:**                       Transportation Director

**JOB GOAL:**                           Perform responsible skilled mechanical work on a variety of automotive equipment.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Diagnoses complex mechanical problems
3. Operates specialized power equipment to recondition motor assemblies.
4. Conducts complete engine tune ups using computerized equipment.
5. Repairs and replaces brake drums.
6. Straightens damaged frames, and repairs and replaces differentials, drive shafts, and front end steering mechanisms.
7. Repairs electrical systems to insure proper functioning.
8. Repairs, adjusts, or replaces starters, generators, and transmission and clutch assemblies.
9. Performs North Carolina Department of Motor Vehicles required inspection of buses and other school-owned vehicles.
10. Assists and provides instruction to lower level mechanics.

11. Performs repairs and replacements on diesel driven equipment.
12. Takes down, repairs, and reassembles air compressors, pumps, and related equipment.
13. Tunes motors using standard testing equipment.
14. Performs 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 71

**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:**

- Demonstrates considerable knowledge of school bus and vehicles operation and maintenance.
- Demonstrates considerable knowledge of the operating principles of internal combustion engines.
- Demonstrates considerable knowledge of the methods of adjusting and repairing the electrical and generating systems of automotive equipment.
- Ability to determine appropriate methods to repair improperly operating automotive equipment.
- Ability to follow oral and written instructions.
- Ability to physically perform most repairs.
- Demonstrates considerable 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 read and comprehend technical materials.
- 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.