

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: MECHANIC

REPORTS TO: Director of Transportation

EXEMPT STATUS: Non-Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.

DISTINGUISHING CHARACTERISTICS:

Vehicle Mechanic incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance. Also independently perform body repairs, gas or diesel engine overhauls and repairs and repair and overhaul electrical systems and transmission overhauls.

REPRESENTATIVE DUTIES:

- Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with established standards for passenger vehicles; complete related maintenance records.
- Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.

- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.

ABILITY TO:

- Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Maintain routine records.
- Plan and organize work.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Observe legal and defensive driving practices.

PHYSICAL DEMANDS

- The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or G.E.D. Certificate required by Kentucky law and one year experience in general automotive repair.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky commercial driver's license.