



TRANSPORTATION MECHANIC *Position Description*

Title: Transportation Mechanic
Location: Transportation Department
Terms of Employment: 12 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Transportation Mechanic is responsible for the operation, repair, and maintenance of the vehicles within the Pamlico County Schools Transportation Department.

Qualifications

- Must have High School Diploma or GED
- Must have or be eligible to have a CDL license
- Mechanic experience **is preferred**.
- Must be able to obtain and maintain Class A CDL, tanker, & school bus endorsements.

Duties and Responsibilities

- Diagnoses minor and frequently occurring mechanical problems
- Rotates, aligns, and balances tires
- Repairs and replaces damaged vehicle body parts
- Removes, replaces and reassembles transmissions; clutches; fuel, oil, and water pumps; generators and other parts of the engine and suspension system
- Perform general maintenance as needed
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Knowledge of departmental organization and operational policies and procedures
- Strong organizational skills
- Strong problem solving skills
- Ability to follow instructions
- Ability to maintain accurate records
- Ability to adapt to changing work priorities