



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**

**FUEL TECH/MECHANIC I**

**REPORTS TO:**

Director of Transportation

**JOB DESCRIPTION:**

The Fuel and Maintenance Technician is responsible for daily fueling operations and performing routine vehicle maintenance for the school district's transportation fleet. This includes fueling school buses, maintaining fluid levels, and conducting preventative maintenance on Drivers Education and other county vehicles. The technician will perform semi-skilled tasks associated with vehicle operation, minor mechanical repair, and upkeep of the fuel truck and associated equipment. The ideal candidate will have working knowledge of vehicle maintenance, be capable of identifying minor mechanical issues, and follow all safety and maintenance protocols as directed.

**QUALIFICATIONS:**

- High school diploma or GED and a valid driver's license
- CDL preferred or must be obtained within 90 days of employment
- Must obtain NC School Bus 30-day inspection license within one year

**ESSENTIAL JOB FUNCTIONS:**

- Drive a fuel tanker truck to each school site to refuel buses and fill Diesel Exhaust Fluid (D.E.F) tanks daily
- Accurately enter mileage and fuel usage data into the EKOS tracking system
- Check, add, and replace engine oil, brake fluid, and steering fluid as needed

- Replace brakes, tires, windshield wipers, and other standard vehicle maintenance parts
- Perform engine oil and filter changes on Driver Education and other district vehicles
- Rotate tires and conduct minor mechanical repairs as needed
- Conduct monthly safety inspections on fuel trucks and wreckers
- Perform preventative maintenance on all assigned fleet vehicles
- Operate tools and machines related to vehicle repair and servicing
- Diagnose minor vehicle issues and complete basic repairs efficiently
- Wash and maintain the exterior cleanliness of fleet vehicles when required
- Follow oral and written instructions regarding repair tasks and safety procedures
- Perform other duties as assigned by supervisor in support of transportation services

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 50+ pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, lifting, carrying, pushing, driving, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**