



Richmond County Schools

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

POSITION:

MECHANIC II

REPORTS TO:

Director of Transportation

JOB DESCRIPTION:

A Mechanic performs complex duties in the operation, repair, and maintenance of buses and other vehicles in the school transportation program. Most work is performed based on prior experience. The employee is expected to troubleshoot and resolve problems of varied complexity and difficulty with little assistance. Significant problems may be referred to a supervisor. Most errors are expected to be resolved by the employee. The employee receives general supervision, and work is occasionally reviewed while in progress.

QUALIFICATIONS:

- High School Diploma or equivalent from an accredited institution
- Associates degree from a technical college/diesel certification (preferred)
- 3 years of progressive experience in equipment maintenance
- 2 years minimum of measurable experience or training in fleet maintenance

ESSENTIAL JOB FUNCTIONS:

- Fuel, grease, and lubricate school system vehicles; adjust brakes; change and repair tires; install and service batteries, light bulbs, fan belts, and other simple mechanical parts

- Maintains accurate records on all supplies used
- Perform safety inspections on vehicles and equipment; perform routine repair work; report safety and other priority repair work to the supervisor
- Performance of mechanical repair including the repair of brakes, suspensions, drive trains, transmission clutches and other repairs
- Maintain records of all maintenance work completed on vehicles including parts and supplies used
- Pick up and deliver automotive parts and supplies
- Wash vehicles as needed
- Serve as a substitute Fuel Truck Operator as required
- Load and unload recapped and used tires
- Perform related duties as assigned

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 exertion over 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require an extensive background check.