



Richmond County Schools

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

POSITION:

MECHANIC I

REPORTS TO:

Director of Transportation

JOB DESCRIPTION:

A Mechanic must perform a variety of routine duties related to bus and vehicle repair and maintenance work; to fuel and clean the school system buses; and the routine inspection of school system vehicles. This is the entry-level class within Transportation Technician series. Employees within this class are distinguished from the Transportation Technician II by the performance of more routine tasks and duties assigned to positions within the series, including the performance of minor vehicle repair and maintenance.

QUALIFICATIONS:

- 1-2 years' experience in automotive repair and maintenance
- Vocational Education in Automotive (preferred)
- Apprenticeship in a large fleet setting (preferred)
- Must hold a valid Class C drivers license
- Possession of, or ability to obtain within 90 days of hire, a Class B CDL license required
- Ability to obtain within 90 days to maintain a North Carolina Department of Public Instruction inspector certification

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; maintain record on 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 the 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 extensive background check.