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**Job Title:** Fleet Mechanic I

**Supervisor:** Fleet Mechanic II:

**Terms of Employment:** 246 days

**Job Summary:**

Perform skilled mechanical duties in the maintenance and repair of school bus (diesel and gas) and fleet vehicles.

**Essential Duties:**

1. Have a working knowledge of engines (diesel and gas), service requirements, transmissions and brakes.
2. Keep records of all services and repairs.
3. Practices safety, good housekeeping and preventive maintenance in all work.
4. Perform various types of equipment repairs to include but not limited to, small engines, lawnmowers, generators and tractors.
5. Subject to special assignments as designated by supervisor.

**Other Duties:**

Perform other duties as assigned.

**Job Specifications:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Support Personnel

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High School Diploma required.
2. VALID SOUTH CAROLINA DRIVER'S LICENSE with CDL or ABILITY TO OBTAIN CDL within four months.
3. Evaluate, diagnose and repair routine maintenance failure problems (overhauls) and report major problems to supervisor.
4. As directed, responds to service calls to determine the severity of the problem and makes required repairs.
5. Must be able to obtain and maintain necessary qualifications for the inspection requirements of school bus and other vehicles.
6. Must be able to assemble and maintain proper records that document maintenance and repairs performed.

**Physical Requirements:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 70 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Pay Grade:** 106

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***