



Job Title: Fleet Mechanic II

Supervisor: JROTC Director

Terms of Employment: 246 days

Job Summary:

Under occasional supervision, oversees, performs and supervises various maintenance and repair of school bus (diesel & gas), fleet maintenance vehicles, and driver education vehicles, in accordance with applicable specifications, schedules and standards.

Essential Duties:

1. Supervises the duties of assigned mechanics and clerks including assigning, reviewing and planning work of others, maintaining standards, allocation personnel, assisting in the selection of new employees, acting on employee problems, and recommending to Supervisor employee discipline as appropriate.
2. Reviews the work of subordinates for completeness and accuracy and offers advice and assistance as needed.
3. Supervises and performs maintenance and services on various types of equipment to include but not limited to school busses, service trucks/vans, passenger cars, small engines, generators, and tractors.
4. Exhibits a working knowledge of engines (diesel & gas), service requirements, transmissions, and brakes.
5. Prepares and/or submits various records and reports including work orders, accident reports, performance appraisals, attendance records, daily reports, etc.
6. Obtains state certification in the areas of bus inspections and brakes with six (6) months of employment.

Other Duties:

Perform other duties as assigned by supervisor.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the district'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 of initial hire.
3. Evaluate, diagnose and repair routine maintenance failure problems (overhauls).
4. 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 75 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.
- 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: 108

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.