

# **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

## **JOB TITLE: MECHANIC I TRANSPORTATION DEPARTMENT**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs maintenance and repair work in the School System Transportation Department. Work involves operating a fuel delivery vehicle and fueling vehicles on an assigned route; operating a tire truck, evaluating the condition of vehicle tires and making the decision to replace tires as needed; and maintain an accurate accounting of truck inventory. Employee is also responsible for performing minor vehicle sub-assembly checks and making necessary repairs; performing engine oil and oil filter changes; and performing chassis lubrication. Reports to the Vehicle Maintenance Route Foreman for fuel truck and tire truck assignments; reports to a Shop Crew Chief when assigned to a shop stall.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Demonstrate a safety mindset at all times; safe buses for students, safe working environment for fellow workers and monitoring safe movements of school and activity buses while operating on public streets and highways are the paramount criteria for this position. Must be aware of and understand pertinent OSHA requirements.

Operates fuel delivery vehicles; loads fuel tanker at bulk fuel facility; fuels school and activity buses on a scheduled, assigned route; maintains accurate records of dispensed fuel and provides fuel accounting documentation directly to the Cost Clerk for entry into the State Vehicle Fleet Management System.

Operates tire truck; evaluates condition of vehicle tires; makes the decision on the spot to or not to replace tires as needed; repairs flats; discards unusable tires and mounts new tires as needed. Provides accounting documentation to the Parts Foreman for posting and forwarding to the Cost Clerk for entry into the State Vehicle Fleet Management System.

Maintains accurate accounting of truck inventory.

Performs minor vehicle sub-assembly checks; makes necessary repairs and replacements.

Performs engine oil changes and oil filter changes; performs chassis lubrication.

Responds to off site fuel outages and tire-related breakdowns and provides needed vehicle service.

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Assists Mechanics II and III in maintenance of vehicles on their assigned routes and in shop.

Obtains certification for and operates the forklift as required to off-load and store bulky, packaged supplies and parts such as tires, engine assemblies and transmissions.

Operates wrecker and tows school system vehicles.

### **ADDITIONAL JOB FUNCTIONS**

Assists M II and M III mechanics with preparation, sanding, taping and painting of school and activity buses.

Performs other related work as required.

### **SPECIAL REQUIREMENTS**

Possession of a valid Class B Commercial Drivers License with a passenger, air brake and S endorsement required for mechanics age 18-21. At age 21, the mechanic must obtain and maintain a valid Class A Commercial Drivers License with additional endorsements for tanker, and combination vehicles.

Required to purchase a set of automotive tools necessary to perform job duties.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 3 to 5 years of training or experience in repair and maintenance of automotive equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including trucks, wreckers, tire changing machines, hydraulic lifts, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift and/or carry weights of 50 to 100 pounds. Physical demand requirements are for Medium to Heavy Work.

**Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey

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or exchange information. Includes giving instructions to subordinates. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of work orders, service records, electrical diagrams, technical books, etc. Requires the ability to prepare work orders, time cards, and vehicle maintenance reports, using prescribed format.

**Intelligence:** Requires the ability to apply principles of rational systems as applied to automotive mechanics to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret automotive mechanical and electrical terminology and language.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment and machinery, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of vehicles.

Considerable knowledge of the operating principles of engines and of the standard mechanical

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components of automotive and related equipment.

Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations.

Working knowledge of the principles of internal combustion engines and hydraulic systems.

Skilled in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive and related equipment.

Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.

Ability to understand and follow oral and written instructions.

Ability to prepare and maintain simple records.

Ability to perform the manual labor associated with major mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.