

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

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

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs journeyman work in the maintenance and repair of school buses and other automotive equipment of the School System Transportation Department. Work involves identifying, diagnosing and repairing malfunctions in transportation vehicles and equipment, testing equipment for compliance with safety standards; and operating specialized power tools to recondition complete sub-assemblies. Employee is also responsible for checking lighting and wiring mechanisms for proper function; performing engine and other sub-assembly checks; and performing N.C. Motor Vehicle Inspections on all motor vehicles. Reports to the Mechanic III-Shop Crew Chief.

#### **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.

Assists Mechanic III-Shop Crew Chief in identifying, diagnosing, and repairing malfunctions in transportation vehicles and equipment including checking for any worn components, push rods, valve springs, head assembly, rocker arms, valve seals, head gaskets, and intake gaskets; torques all components to specifications. Also checks and rebuilds carburetors, water pumps, and fuel pumps; checks and replaces timing chain and gears, radiators, hoses, check belts and vacuum hoses, mufflers, converters, tail pipes, king pins, wheel bearings, tire rods, ball joints, steering gear boxes, power steering pumps, starters, batteries and alternators, brakes, and diesel engine injectors, injector pumps and glow plugs.

Tests repaired equipment for compliance to safety standards.

Operates specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills; operates brake lathe, bearing presser, tire machine and forklift.

## **MECHANIC II**

Checks wiring system for different electrical problems; checks and repairs all lights, switches, buzzers and gages; repairs and replaces steering wheel and horn kit, headlights, brake lights, light covers and bulbs.

Performs engine and other sub-assembly checks, repairs and/or replacement, including replacing cams, lifters, rings, crankshafts, pistons, rod bearings, main bearings, and oil pumps; measures the distance between all bearing parts.

Performs N.C. Motor Vehicle Inspections and N.C. Board of Education School Bus Preventive Maintenance checks and repairs.

Performs body repair and painting as needed.

Does re-upholstery work and glass replacement, including replacing window latches, side glasses, windshields, mirrors, seat latches, seat cushions, and seat covers.

Responds to site of road emergencies such as breakdowns and accidents and provides needed assistance.

Operates wrecker and assists in vehicle recovery operation and towing.

Maintain 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.

Performs required preventive maintenance services at 12,000, 24,000 and 48,000 miles and every 30 days.

### **ADDITIONAL JOB FUNCTIONS**

Drives fuel and tire trucks to fill in, as needed.

Performs other related work as required.

### **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.

## MECHANIC II

### SPECIAL REQUIREMENTS

Possession of a valid Class A Commercial Drivers License with endorsements for passenger, tanker, air brakes, combination vehicles and the S endorsement. Required to purchase a set of automotive tools necessary to perform job duties.

### 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 welders and tire balancers etc. Must be physically able to operate motor vehicles, including forklifts, buses, and wreckers. 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.

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

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. 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 manuals, etc. Requires the ability to prepare work orders, time cards, vehicle maintenance reports, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems 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 communicate effectively and efficiently in a variety of technical or professional languages, including automotive mechanical and electrical terminology.

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

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

## MECHANIC II

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

**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 stress and when confronted with people acting under 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.

General knowledge of the operating principles of engines, and of the standard mechanical components of automotive and related equipment.

General knowledge of the occupational hazards and safety precautions of automotive 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.

## **MECHANIC II**

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.