

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: MECHANIC III-SHOP CREW CHIEF TRANSPORTATION DEPARTMENT**

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

Under general supervision, performs supervisory and 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; provides wrecker service to all roadside breakdowns, accidents or other emergencies; and testing equipment for compliance with safety standards. Employee is also responsible for performing major engine and sub-assembly checks, repairs and replacements; checking lighting and wiring mechanisms for proper function; and for performing N.C. State Board of Education School Bus Preventive Maintenance checks and repair and N.C. Department of Motor Vehicle Inspections on all motor vehicles. Reports to the Shop Foreman.

#### **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.

Supervises and evaluates the work of assigned Mechanics I and II.

Identify, diagnose, and repair complex malfunctions in school and activity buses, other school vehicles, Maintenance Department dump trucks, specialized equipment, vans and lawn mowers. Work includes 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.

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

Tests repaired or replaced equipment for compliance to OSHA and state safety standards.

## **MECHANIC III-SHOP CREW CHIEF**

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.

Performs major body repair and complete vehicle painting.

Does reupholstery work and glass replacement, including replacing window latches, side glasses, windshields, mirrors, seat latches, seat cushions, and seat covers. . Because of the federally prescribed "compartmentalization" concept for protection of school bus occupants, repair of school bus interior seats, seat backs and paneling assumes a priority to repair to ensure all occupants are afforded maximum protection in the event of an accident.

Performs/certifies NC Department of Motor Vehicle inspections and NC State Board of Education School Bus Preventive Maintenance checks and repairs.

Operates wrecker and assists in vehicle recovery 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.

Documents all repair actions, parts used and labor consumed and provides documentation to the Service Manager for forwarding to the Cost Clerk for entry into the State Vehicle Fleet Management System.

### **ADDITIONAL JOB FUNCTIONS**

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, preferably with some supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Must possess or obtain a N.C. State Motor Vehicle Inspection License and 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

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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 wreckers, forklifts, buses, etc. and various mechanics' equipment and tools such as hydraulic presses, break lathes and valve grinders. 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 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 or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read vehicle maintenance forms, work orders, etc. Requires the ability to prepare daily activity reports and shift productions 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 equipment and machinery; to operate motor vehicles.

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**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, 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 characteristics and operating principles of internal combustion engines.

Considerable knowledge of methods, practices and procedures in repairing, overhauling, and maintaining gasoline and diesel powered automobiles and trucks.

Considerable knowledge of the materials and parts used for the repair of automotive equipment.

Considerable knowledge of the various testing devices, machines and hand tools used in mechanical repair work.

General knowledge of the occupational hazards and proper safety precautions of the work.

Skilled in the use of machine and hand tools.

Ability to supervise the work of subordinates and instruct employees in proper work techniques.

Ability to plan work details and carry out work assignments.

Ability to exercise considerable independent judgment in applying standards to technical aspects of work.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to maintain accurate files and compile data into report form.

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

## **MECHANIC III-SHOP CREW CHIEF**

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

### **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.