

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: ROUTE MECHANIC COORDINATOR TRANSPORTATION DEPARTMENT**

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

Under limited supervision, supervises 30 mechanics, fuel truck / tire truck operators at 22 bus parking lot locations; must be a highly qualified mechanic, clearly able to oversee and inspect and make quality assessments of work performed by route mechanics on buses and ensure safe and efficient fuel and tire route operations. Must assist route mechanics with problem diagnosis and repair actions; must keep route mechanics informed of new repair processes and department policies that affect their work. Employee is responsible to perform periodic quality control inspections of buses on individual routes; evaluates and documents the job performance of route mechanics and the fuel and tire personnel under his supervision; communicates with employees by UHF radio/Nextel to diagnose and repair emergency problems. Reports to the Vehicle Maintenance Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Oversees and inspects work performed by route mechanics on buses at the 22 bus parking lots to assure a safe, operable school or activity bus.

Provides on-the-job assistance and instruction on repairs; troubleshoots difficult or unusual mechanical problems that route mechanics may encounter.

Directs route mechanics work assignments, informs them of new procedures and policies concerning their work.

Performs periodic, no-notice quality report checks on buses; reports findings to mechanics; directs corrective action as required; provides periodic "how goes it reports" to the Vehicle Maintenance Supervisor.

Evaluates and documents job performance of route mechanics, fuel and tire route personnel.

Communicates with route mechanics by radio / Nextel to assist in diagnosing difficult mechanical problems.

Accompanies the state DPI representative on the annual inspection of the school bus fleet.

## **ROUTE MECHANIC COORDINATOR**

Coordinates with the Shop Mechanic Coordinator to organize daily bus and equipment maintenance tasks, dispatch mechanics and create work orders based upon priorities for bus passenger capacities as relayed to him/her by route mechanics.

Coordinates with the Shop Mechanic Coordinator to ensure 30-day state mandated safety inspections are performed, documented and filed on time by route mechanics for school and activity buses.

Coordinates with bus supervisors to resolve bus parking lot issues and bus driver annotation of statutorily required daily bus maintenance logs.

Ensures route mechanics review daily bus maintenance log and complete corrective action as requested by bus drivers or, document "cannot duplicate" malfunction.

Determines the refueling routes for school and activity buses based at parking sites around the county. Ensures mechanic operator compliance with state and federal laws while transporting fuel on public highways and in procedures for refueling at the dispersed sites and for cleaning up fuel spills.

Coordinates with the Shop Mechanic Coordinator to set tire repair and replacement priorities for vehicles serviced in the bus garage and at bus parking sites.

Coordinates with the Shop Mechanic Coordinator to set the procedures for and directs employees to ensure shop and route equipment is maintained in safe working condition. Performs OSHA compliance inspections. Ensures Material Safety Data Sheet information is current.

Ensures all employees are familiar with and fully support all safety programs.

Ensures work deadlines are met and all work orders are completed properly and turned in by route mechanics, fuel and tire route personnel.

Ensures all route mechanics, fuel and tire route personnel are at their worksites at designated times and prepared to fulfill the duties of their job.

Ensures that all route mechanics are obtaining the required parts they need and are maintaining an adequate stock of parts on their service trucks.

Supervises training of new vehicle maintenance route service employees.

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.

## **ROUTE MECHANIC COORDINATOR**

### **ADDITIONAL JOB FUNCTIONS**

Occasionally performs duties of a route mechanic due to the absence of the assigned route mechanics.

Encourages good attitudes and safety and operational practices of route mechanics. Ensures OSHA and other safety rules are in practice.

Is on call 24 hours a day to respond to vehicle breakdowns and emergencies.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school or equivalent GED and 10 to 15 years of experience or training 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. Service route experience necessary. College degree is preferable.

### **SPECIAL REQUIREMENTS**

Must possess or (obtain within 60 days) a North Carolina Motor Vehicle Inspection License; must maintain a valid Class A commercial driver's license with endorsements for tanker, passenger, combination vehicles and the S endorsement. Required to provide 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 service trucks, buses, support vehicles, 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.

## **ROUTE MECHANIC COORDINATOR**

**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.

**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.

## **ROUTE MECHANIC COORDINATOR**

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. Knowledge of OSHA requirements.

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.

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.