

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SHOP MECHANIC COORDINATOR**

#### **TRANSPORTATION DEPARTMENT**

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

Under limited supervision, performs supervisory work in the School System Transportation Department. Work involves administering the inspection and preventive maintenance program as required by state law; assisting the Vehicle Maintenance Supervisor to develop the overall vehicle maintenance program for school and activity buses and all school system support vehicles; responsible to execute the program; reviews shop mechanic completed work orders prior to entry into the Business Systems Information Portal (BSIP); provides instruction and training for employees. Employee is also responsible for testing, inspecting and quality controlling completed mechanic vehicle maintenance actions; evaluating job performance of assigned employees; and receiving and assigning emergency calls for repair and/or service to the various mechanic disciplines. Reports to the Vehicle Maintenance Supervisor.

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

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

Assists the Vehicle Maintenance Supervisor in developing the plan for the entire school system vehicle maintenance program for 1200 vehicles including school buses, activity buses, staff cars and other staff support vehicles and equipment. Implements, executes and monitors the plan on an hour- to-hour, day-to-day basis.

Sets the schedule and assigns the work force to ensure the annual safety and emission control inspection is completed by qualified mechanics for all system-owned staff vehicles to ensure compliance with applicable North Carolina Statutes. Works the interface with the NCDMV to ensure GCS testing equipment and software is adequate and meets state requirements.

Assists the Route Mechanic Coordinator with the program strategy to ensure over 700 school and activity buses receive a safety inspection at least once every 30 days in accordance with state statutory guidance. Must take action each workday to ensure buses being shuttled between the bus garage and bus parking locations receive a 30-day inspection when required. This is a significant tasking as the need to complete this safety inspection on time is statutory in origin with no room for error.

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The key manager for the school and activity bus preventive maintenance (PM) program. Schedules PMs based upon SVFMS produced listing of vehicles due. Reviews monthly NCDPI reports to assess Shop Mechanic compliance with PM timing requirements. This is a special interest, pass/fail item checked each year during the annual NCDPI Transportation Services bus maintenance compliance inspection

Establishes the emergency program response guidelines; must provide 16 hours of Control Room coverage each school day; is on call 24 hours a day, 7 days a week to respond to vehicle breakdowns and emergencies including those for other counties visiting or passing through the local area; receives routine and emergency service calls via UHF radio and telephone; directly tasks shop and/or route mechanic respondents to those calls; notifies the director and the appropriate route operations supervisor of bus accidents and incidents. Primary control point for bus operational problems during inclement weather.

Reviews shop mechanic's completed vehicle maintenance work orders (TD-18) to ensure repair actions taken and parts used are properly coded at the component or sub-component level for entry into the Business Systems Information Portal (BSIP).

Manages the shop vehicle recall program, the shop vehicle warranty program and the vehicle and sub-assembly contract repair programs for all school and activity buses and sub-assemblies thereof. Ensures that appropriate repairs are completed and documented; accounts for parts and labor consumption for reimbursement purposes; monitors and is the liaison with the contractor performing any contracted repairs.

Provides technical assistance and directs the recovery of stranded and/or damaged vehicles. Responsible for the wrecker operations and to ensure qualified personnel are available to operate the wrecker.

Must have a solid working knowledge of the Federal Motor Vehicle Standards which apply to school and activity buses and ensure repair parts used and repair actions taken comply with those Standards.

Must maintain technical currency to provide technical assistance to shop mechanic staff to fault isolate unusual or new repair problems.

Tests, inspects, accepts or rejects completed work of shop mechanics.

Maintains the vehicle status board depicting vehicles out of commission and the reasons therefore, including out for warranty work, out for parts or out for body repairs or corrosion control.

Develops procedures to monitor status of work and coordinate, as necessary with the bus operations supervisors when repair or service action delays will impact on school or activity bus availability.

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Manages shuttle bus operations in placing the right capacity replacement bus for operational buses needed at the shop for PM or other repairs.

Serves as the department focal to receive and respond to all FM radio communications. Responds to non-bus maintenance related distress calls from school bus drivers.

Assists mechanics in diagnosing repair problems in the shop and by radio at the bus parking sites. Approves recommended repair actions.

Sets the procedures for, directs, and spot checks employee compliance to ensure shop equipment is maintained in safe working condition.

Performs and documents OSHA compliance inspections. Ensures Material Storage Data Sheet information is current and immediately available to all employees. Ensures all employees are familiar with and actively support department safety programs.

Evaluates job performance of shop mechanics. Counsels them on job performance and compliance with school system standards when necessary. Ensures all shop mechanics are at their work sites at designated times and efficiently fulfills the duties of their job.

Maintains records of employee's use of annual and sick leave. Monitors employee time and attendance cards. Prepares, verifies and signs monthly time and attendance reports.

Schedules and/or provides on-the-job instruction and monthly safety meetings for all employees supervised.

Schedules employees for staff development and mechanical currency courses.

### **ADDITIONAL JOB FUNCTIONS**

Performs the duties of Vehicle Maintenance Supervisor in the incumbent's absence.

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.

Ensures security of building. Responsible to manage the building security and alarm program.

Assists in screening of job applicant credentials and promotion of current employees.

Supervises training of new vehicle maintenance employees. Sets the time parameters, schedules and monitors new employee progress for training and testing to obtain their CDL and required endorsements and related certifications.

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 10 to 15 years of experience or training in repair and maintenance of automotive equipment with at least 5 years of supervisory experience required or any equivalent, documented combination of training and experience which provides the required knowledge, skills, and abilities may be considered. Working knowledge of computers is essential.

**SPECIAL REQUIREMENTS**

Must possess or obtain a NC Motor Vehicle Inspection License; must maintain a valid Class A commercial driver's license with T, P and S endorsements. Required to maintain 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.

**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.

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**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.

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.

Considerable knowledge of the preventive maintenance program required by state law. 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.

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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.