

Hyde County Schools

MECHANIC

NATURE OF WORK

An employee in this class performs complex duties in the operation, repair and maintenance of the vehicles in the school transportation program. Most work is performed based on prior experience. The employee is expected to resolve problems of medium difficulty with little assistance while others may be referred to a supervisor. Most errors may be expected to be resolved by the employee.

DUTIES AND RESPONSIBILITIES

Diagnoses minor and frequently occurring mechanical problems.

Adjust timing mechanism, replaces and sets points and plugs, and refaces valves.

Rotates, aligns, and balances wheels.

Installs shock absorbers.

Repairs and replaces damaged vehicle body parts.

Tests electrical systems and makes necessary repairs.

Repairs carburetors, ignition systems, and electrical components.

Checks and repairs doors and lifts.

Removes, replaces and reassembles transmissions; clutches; fuel, oil, and water pumps; generators and other parts of the engine and suspension system.

Performs general maintenance as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 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.

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SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Drivers License with a passenger and air brake endorsement required for mechanics.

ESSENTIAL JOB FUNCTIONS

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.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, reports, forms, logs, lists, etc. Requires the ability to prepare correspondence, reports, forms, lists, etc. using prescribed formats.

Requires the ability to apply 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.

Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of school bus and vehicles operation and maintenance.

Considerable knowledge of the operating principles of internal combustion engines.

Considerable knowledge of the methods of adjusting and repairing the electrical and generating systems of automotive equipment.

Skill to perform manual tasks associated with engine maintenance, tire replacement, and vehicle body repair.

Ability to follow oral and written instructions.

Ability to physically perform most repairs.

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Sufficient education and experience to demonstrate possession of the needed knowledge and abilities.

REPORTS TO: Director of Transportation

FSLA STATUS: Non-Exempt

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 perform this job.