

## **CABELL COUNTY PUBLIC SCHOOLS JOB DESCRIPTION**

**Position:** Mechanic – Transportation Complex  
**Reports to:** Director of Transportation and Mechanic Foreman  
**Salary Schedule:** F  
**Employment Term:** 261 Days

**Job Goal:** To maintain all buses and trucks of the fleet in a safe and operable condition as required by the West Virginia Code 18A-4-8 so that maximum use may be made of them at all times.

### **Minimum Education, Knowledge, Skills or Abilities Required:**

1. High School Diploma or satisfactory completion of the GED test.
2. Successful completion of the WV State Competency Test for Mechanic.
3. Minimum of 2 years mechanical experience with preference given for experience with diesel equipment
4. Must be able to pass all health requirements established by Federal, State, and County Governments. This includes, but not limited to, negative drug/alcohol test results and passing a physical examination which verifies that the duties of the position can be performed.
5. Satisfactory background investigation, including investigation by the CIB.
6. Must be able to independently diagnose problems and make appropriate repairs to fleet vehicles and other mechanical equipment used by the transportation department.
7. ASE certification is preferred.
8. Demonstration of skill in using computer diagnostic equipment.
9. Demonstrated ability to use computer software associated with fleet operations.
10. Demonstrated ability to install, troubleshoot and repair electronic equipment.
11. Demonstrated knowledge of all aspects of repair and maintenance of gasoline and diesel engines.
12. Demonstrated knowledge of all aspects of bus bodies and chassis including but not limited to electrical systems, heating systems, braking systems, suspensions, air systems, electronics, etc.
13. Demonstrated ability to repair and paint vehicle bodies is preferred.

**SPECIAL NOTE: Items 8-13 may be demonstrated through hands-on proficiency examination administered by Mechanic Foreman or Transportation Director's designee.**

14. Must obtain a valid West Virginia Class A Commercial License with a Passenger Endorsement.
15. Demonstrated ability to read and comprehend auto repair manuals, parts catalogs, etc.
16. Must possess knowledge of WV laws and regulations that apply to vehicle safety.
17. Demonstrated good judgment relative to safety.
18. Must possess knowledge of vehicle parts.
19. Demonstrated good attendance.
20. Demonstrated good work ethics, positive attitude and self-control.
21. Demonstrated ability and willingness to follow instruction.

### **Minimum Physical Requirements**

1. Must be able to lift tools, bus parts/equipment, etc., which weigh up to 40 pounds constantly and 40 to 125 pounds frequently.
2. Ability to work in unusual or extreme elements; such as extreme temperatures, dirt, dust, smoke, fumes, unpleasant odors, and/or loud noises.
3. Ability to stoop, crouch, crawl.
4. Ability to work from prone position while reaching up, sometimes awkwardly, for periods of up to 30 minutes.
5. Ability to stand or walk for a minimum of 8 hours a day.
6. Ability to work safely from a ladder.

### **Typical Duties and Responsibilities**

1. Perform any and all elements of repair and maintenance for all fleet vehicles.
2. Enter work order information into the computerized fleet maintenance program .
3. Assist with purchasing, maintaining and organizing parts inventory.
4. Install, troubleshoot and repair electronic equipment on school buses, which includes but may not be limited to radios, video surveillance systems and GPS.
5. Perform WV State Vehicle Inspections on buses and other vehicles in the fleet.
6. Repair and paint vehicle bodies.
7. Purchase and maintain tire and wheel inventory for the fleet.
8. Change and repair tires on all fleet vehicles.
9. Schedule and perform preventative maintenance on all fleet vehicles.
10. Maintain a clean work area.
11. Perform other duties as may be assigned by the Director of Transportation.

Revised 5/11/2015