

JOB DESCRIPTION

TITLE

Bus and Automotive Equipment Mechanic

POSITION TYPE

Non-Exempt

PRIMARY FUNCTION

This individual is responsible for the bus and vehicle fleet for Charles City County Public Schools and for the care and maintenance of the automotive fleet vehicles for Charles City County under the joint services agreement between the school division and the county administration offices. This employee must perform skilled tasks in mechanical repair and maintenance of the full range of automotive and diesel equipment, including automobiles, school buses, trucks, tractors, and other standard and specialized automotive equipment. All county and school division employee vehicles will be properly and expertly maintained by the Bus and Automotive Mechanic to allow them to perform their job functions to the highest degree of efficiency and effectiveness.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma
- Completion of a recognized apprenticeship program leading toward a journeyman rank as a diesel AND automotive mechanic, with two (2) years of experience as a semi-skilled diesel/automotive equipment maintenance; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Possession of a valid driver's license issued by the State of Virginia
- Certified by the Commonwealth of Virginia to perform all vehicle state inspections
- Valid Commercial Driver's License (CDL) to operate a school bus or ability to obtain a CDL required
- Experience in fleet maintenance and management desired

REPORTS TO

Head Mechanic and Supervisor of Operations

PERFORMANCE RESPONSIBILITIES

- Works with the bus and automotive mechanic team, the Transportation Manager and the Supervisor for Operations to ensure that all preventive and necessary repair maintenance is efficiently and effectively completed on all buses and fleet vehicles in accordance with federal, state and local guidelines
- Collaboratively plans and checks that all required safety equipment as may be required are in proper operating condition and that all buses and vehicles are operating in safe mechanical condition
- Corrects all bus and vehicle defects as reported by the bus drivers and employees
- Makes periodic and frequent spot checks on buses and fleet vehicles while they are in operation with all written and required verifications and reporting completed in a timely fashion
- Maintains an accurate record of all materials, supplies and equipment for all buses and vehicles and works with the Supervisor of Operations and Transportation Manager to ensure

that all required parts, materials and supplies are purchased, stocked and accounted, received and used for necessary repairs

- Certified to perform vehicle state inspections and completes all required paperwork and verifications for state inspections, maintenance records and additional required records as determined by the Transportation Manager and Supervisor of Operations.
- Responds to emergency road calls for disabled County and School Division equipment and makes minor adjustments or has the vehicle towed to the bus garage for service
- Ensures that all fleet operations and repairs meet and are in compliance with federal, state and local laws, regulations and policies
- Recommends, implements and evaluates new automotive products and maintenance procedures
- Collaborates and assists the operations team with preparing annual state reports
- Monitors warranties to ensure that parts and equipment under warranty are serviced as required
- Determines any subcontracting requirements with the Transportation Manager and Supervisor for Operations
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur
- Performs other related duties as assigned

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment can be moderate to loud at various times. The successful candidate for this position should be able to:

- have the ability to stand for extended periods of time
- enter data into a computer terminal
- exhibit manual dexterity to operate equipment
- See and read printed material with and without vision aids
- Hear and understand speech at normal levels
- Speak in audible tones so that others may understand clearly in person and on the telephone
- understand and follow oral and written instructions
- lift 50 pounds with physical agility, bend stoop and reach overhead

TERMS OF EMPLOYMENT

As specified in annual notice of employment. Salary according to School Board Pay Plan.

EVALUATION

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

01/19/2016 Updated 7/15/19

JOB DESCRIPTION PREPARED BY

Director of Human Resources

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. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time