

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – MECHANIC

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required. 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.

- Must be a Licensed State Inspector
- A minimum of one (1) year of verifiable experience as a diesel mechanic is preferred.
- Must have experience as a mechanic – minimum of five years.
- Must be at least 21 years of age
- Must have at least three years of driving experience as a licensed operator of any vehicle.
- Must obtain and maintain WV CDL license with passenger and school bus endorsements.
- Must successfully complete WV School Bus Safety Program and pass requisite online and skills tests.
- Must be able to climb in and out of bus to check engine compartment.
- Must maintain valid CPR and First Aid certification.
- Must pass a physical examination from a Medical Examiner as defined by the Federal Motor Carrier Safety Administration as well as drug and alcohol screen.
- Must meet all requirements outlined in WV State Board of Education Policy 4336 - West Virginia School Bus Transportation Policy and Procedures Manual Section 15. Criteria for the Certification of School Bus Operators

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of tools necessary to conduct routine and preventative maintenance
- Knowledge of Diesel / Gasoline Engines
- Knowledge of Air Brake Systems
- Knowledge of Air-ride Suspensions
- Knowledge of Steering and Differential
- Knowledge of Transmissions
- Knowledge of Electrical Systems
- Knowledge of Emission Systems
- Knowledge of Cooling Systems
- Knowledge of Fuel Systems
- Knowledge of inspection process for Department of Motor Vehicle and WV Department of Education.
- Must be able to remove and install interior components including but not limited to dash panels and seat upholstery.
- Must be willing to read and increase knowledge to meet changing industry standards.
- Must be able to read, write, compute and communicate.

**Mechanic** means a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system.

**Immediate Supervisor:** Chief Mechanic and/or Director of Transportation

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the Director of Transportation in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

**Expectations / Duties and Responsibilities:**

- Maintains and upgrades skills as a mechanic.
- Maintains accurate vehicle maintenance records.
- Maintains and performs accurate preventive maintenance schedule.
- Maintains and repairs all vehicles, mobile equipment, and other mechanical equipment used in county school system.
- Checks all major functions before a job is released from the shop.
- Performs emergency road service to board vehicles as directed.
- Observes high standards of safety and good housekeeping in work area.
- Makes repairs to gasoline, diesel, small engines and overhaul engines.
- Ability to change, replace tires and repair chains.
- Transports students to and from school and school-related activities as assigned.
- Attends all job-related staff development, in- service and training sessions.
- Assumes radio and telephone responsibilities in the absence of the transportation director and/or chief mechanic.
- Follows emergency procedures.
- Complies with policies and regulations.
- Protects confidential matters regarding students.
- Participates in planned preventive maintenance.
- Assists in maintaining a current inventory of supplies, equipment and parts.
- Be familiar with standards as set forth in the West Virginia School Transportation Regulations.
- Adheres to established laws, policies, rules and regulations.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee is frequently required to lift and move up to 75 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work surface includes concrete floors with below surface pits for maintenance work involving the under-carriage of vehicles. The work environment includes close quarters of vehicle interiors and under vehicle hoods. The temperature can range from below freezing to 90°F when vehicles are stranded in inclement weather due to mechanical failures or road conditions. The work surface can be wet and slippery. The noise level in the work environment is moderate loud to very loud (70-112 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Chief Mechanic and/or Director of Transportation**

**Amended:** December 6, 2016