



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Transportation Technician II</b>
<b>SCHOOL/DEPARTMENT</b>	Transportation
<b>SALARY</b>	Salary Grade 67 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Mechanics Supervisor (Fleet Operations Supervisor)
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; must be available on-call as needed
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Transportation Technician II performs journeyman work in the maintenance and repair of school buses and other automotive equipment in the Transportation Department. Work involves identifying, diagnosing and repairing malfunctions in transportation vehicles and equipment, testing equipment for compliance with safety standards; and operating specialized power tools to recondition complete sub-assemblies. The Transportation Technician II is also responsible for checking lighting and wiring mechanisms for proper function; performing engine and other sub-assembly checks and performing N.C. Motor Vehicle Inspections on all motor vehicles. The Transportation Technician II is required to purchase a set of automotive tools necessary to perform job duties.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of vehicles
- Considerable knowledge of the operating principles of engines and of the standard mechanical components of automotive and related equipment

- Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations
- Working knowledge of the principles of internal combustion engines and hydraulic systems
- Skilled in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive and related equipment
- Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems
- Ability to understand and follow oral and written instructions
- Ability to prepare and maintain simple records
- Ability to perform the manual labor associated with major mechanical repair work
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Must be aware of and understand pertinent OSHA requirements

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma
- Three (3) to five (5) years of training or experience in repair and maintenance of automotive equipment
- Must be aware of and understand pertinent OSHA requirements
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Possession of a valid Class A Commercial Driver's License with additional endorsements for passenger, tanker, and S endorsement
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Certification as a fork lift operator
- Ability to obtain NC School Bus Inspection Certification

### ***PREFERRED QUALIFICATIONS:***

- Associate's Degree or vocational training from an accredited institution in the area of auto mechanics, automotive repair, or other related field
- Experience working with school buses and large vehicles

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Demonstrate a safety mindset at all times; safe buses for students, safe working environment for fellow workers and monitoring safe movements of school and activity buses while operating on public streets and highways
2. Identify, diagnose and repair malfunctions in transportation vehicles and equipment including checking for any worn components, push rods, valve springs, head assembly, rocker arms, valve seals, head gaskets, and intake gaskets
3. Torque all components to specifications
4. Check and rebuild carburetors, water pumps and fuel pumps
5. Check and replace timing chain and gears, radiators, hoses, check belts and vacuum hoses, mufflers, converters, tail pipes, king pins, wheel bearings, tire rods, ball joints, steering gear

- boxes, power steering pumps, starters, batteries and alternators, brakes and diesel engine injectors, injector pumps and glow plugs
6. Test repaired equipment for compliance to safety standards
  7. Operate specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills
  8. Operate brake lathe, bearing presser, tire machine and fork lift
  9. Check wiring system for different electrical problems; check and repair all lights, switches, buzzer and gauges
  10. Repair and replace steering wheel and horn kit, headlights, brake lights, light covers and bulbs
  11. Perform engine and other sub-assembly checks, repairs, and/or replacement including replacing cams, lifters, rings, crankshafts, pistons, rod bearings, main bearings, and oil pumps
  12. Measure distance between all bearing parts
  13. Perform N.C. Motor Vehicle Inspections and NC. Board of education School Bus Preventive Maintenance checks and repairs
  14. Perform body repair and painting as needed
  15. Perform re-upholstery work and glass replacement, including replacing window latches, side glasses, windshields, mirrors, seat latches, seat cushions, and seat covers
  16. Respond to side of the road emergencies such as breakdowns and accidents and provide needed assistance
  17. Operate wrecker and assist with vehicle recovery operation and towing
  18. Use the fork lift as required to off load and store bulky, package supplies and parts (e.g. tires, engine assemblies, transmissions, etc.)
  19. Perform required preventive maintenance services at 12,000, 24,000, and 48,000 miles and every 30 days
  20. Drive fuel and tire trucks to fill in, as needed
  21. Perform other duties as assigned by Mechanics Supervisor (Fleet Operations Supervisor)

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered medium to heavy physical work requiring the exertion of 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. Must be physically able to operate a variety of equipment and machinery including welders and tire balancers, etc. Must be physically able to operate motor vehicles, including forklifts, buses, and wreckers.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*