



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Mechanic 1
SCHOOL/DEPARTMENT	Transportation
SALARY	Salary Grade 65 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Bus Driver Manager; Assistant Director of Transportation
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Transportation Technician I performs maintenance and repair work for the Transportation Department. Work involves operating a fuel delivery vehicle and fueling vehicles on an assigned route; operating a tire truck, evaluating the condition of vehicle tires and making the decision to replace tires as needed; and maintaining an accurate accounting of truck inventory. The Transportation Technician I is also responsible for performing minor vehicle sub-assembly checks and making necessary repairs; performing engine oil and oil filter changes; and performing chassis lubrication.

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

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 B Commercial Driver's License with a passenger, air brake and S endorsement required for mechanics aged 18-21
- At age 21, must obtain and maintain a valid Class A Commercial Driver's License with additional endorsements for tanker, and combination vehicles
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Certification as a fork lift operator

PREFERRED QUALIFICATIONS:

- Associate's Degree or vocational training from an accredited institution in the area of 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. Operate fuel delivery vehicles; load fuel tanker at bulk fuel facility
3. Fuel school and activity buses on a scheduled, assigned route
4. Maintain accurate records of dispensed fuel and provide fuel accounting documentation directly to the designated Transportation recipient for entry into the State Vehicle Fleet Management System
5. Operate tire truck; evaluate condition of truck tires; make on the spot decisions regarding whether or not to replace tires as needed; repair flats; discard unusable tires appropriately and mount new tires as needed

6. Provide accounting documentation to the designated Transportation recipient for posting and entry into the State Vehicle Fleet Management System
7. Maintain accurate accounting of truck inventory
8. Perform minor vehicle sub-assembly checks; make necessary repairs and replacements
9. Perform engine oil changes and oil filter changes; perform chassis lubrication
10. Respond to off-site fuel outages and tire-related breakdowns
11. Provide needed vehicle service
12. Assist Transportation Technician II with maintenance of vehicles on their assigned routes and in the shop
13. Assist Transportation Technician II with preparation, sanding, taping and painting of school and activity buses
14. Use the fork lift as required to off load and store bulky, package supplies and parts (e.g. tires, engine assemblies, transmissions, etc.)
15. Operate wrecker and tow school system vehicles
16. Perform other duties as assigned by the Transportation Technician II, Bus Driver Manager or Assistant Director of Transportation

WORKING CONDITIONS	
PHYSICAL DEMANDS	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.
WORK ENVIRONMENT	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.
ACKNOWLEDGEMENTS	
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.*