Mechanic II New Hanover County Schools

Job Description

Class: Classified

Dept: Transportation

TITLE: Transportation Mechanic II

QUALIFICATIONS: 1. High School diploma or equivalent.

2. Two years of experience in vehicle maintenance or

technical training in the automotive field.

3. Valid North Carolina CDL with X, P, and S endorsements;

valid North Carolina Vehicle Inspector License.

REPORTS TO: Transportation Director

JOB GOAL: To perform responsible skilled mechanical work on a variety of

automotive equipment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- 1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
- 2. Diagnose minor and frequently occurring mechanical problems using diagnostic equipment.
- 3. Rotate and balance wheels.
- 4. Install shock absorbers.
- 5. Repair and replace damaged vehicle body parts.
- 6. Test electrical systems and makes necessary repairs.
- 7. Repair ignition systems, and electrical components.
- 8. Check and repair entrance doors and wheelchair lifts.
- 9. Remove and replace transmissions, tie rod ends, water pumps, and other parts of the engine and suspension system.
- 10. Perform general maintenance as needed.

- 11. Tune motors using standard testing equipment.
- 12. Reface brake drums and replace brakes.
- 15. Layout and fabricate parts.
- 16. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate considerable knowledge of school bus and vehicles operation and maintenance.
- Demonstrate considerable knowledge of the operating principles of internal combustion engines.
- Demonstrate considerable knowledge of the methods of adjusting and repairing the electrical and generating systems of automotive equipment.
- Skill to perform manual tasks associated with engine maintenance, tire replacement, and vehicle body repair.
- Ability to follow oral and written instructions.
- Ability to physically perform most repairs.
- Demonstrate general knowledge and skill in the use and operation of shop tools and machinery.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to interpret and work from sketches, diagrams, and installation and repair charts.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.