

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Vehicle Mechanic I

REPORTS TO: Director of Transportation

BASIC FUNCTION: Vehicle Mechanic I incumbents maintain buses and other vehicles in proper operating condition and perform responsible vehicle repairs and maintenance including preventative maintenance. Perform work assigned including ordering and maintaining parts and supplies as well as maintaining and updating records related to the work of the assistant and lead mechanic.

REPRESENTATIVE DUTIES: The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform to established standards for passenger vehicles; complete related maintenance records.
- Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.
- Complete work orders and maintain records of time worked and materials used; recommend purchase of needed parts, supplies and tools.
- Maintain work area, equipment and tools in a safe, clean and orderly condition.
- Inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.

- Prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned; maintain records of work performed including hours and materials purchased and used.
- Repair and replace wheels, tires, hubs and rims.
- Assist with storing repair parts, supplies, tools, equipment and materials.
- Process work orders for parts used on District vehicles as assigned.
- Drive buses and maintenance vehicles to needed repair facilities when the work is more than our facilities and capabilities can manage.
- Assure quality and completion of work assigned.
- Attend required training classes and seminars.
- Assist in starting vehicles.
- Assure proper use of tools, equipment, standard maintenance and safety practices.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.
- Record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Proper lifting techniques.
- Record-keeping techniques.
- Shop mathematics.

ABILITY TO:

- Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Operate, service, and make repairs on equipment.
- Read and use mechanical diagrams, repair manuals and parts catalogues.
- Plan and organize work.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Analyze situations accurately and adopt an effective course of action.
- Operate tools and equipment used in the skilled diagnosis and repair of bus equipment
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Perform arithmetic calculations quickly and accurately.
- Work cooperatively with others.
- Lift heavy objects.
- Observe legal and defensive driving practices.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull heavy weight

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year general vehicle servicing experience.

LICENSES AND OTHER REQUIREMENTS: Valid Kentucky Commercial Drivers License with Class B driver's license Passenger Endorsement or willingness and ability to obtain such within 6 months after hire date.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: