

JEFFERSON COUNTY SCHOOLS JOB DESCRIPTION

CHIEF MECHANIC

Specific Duties and Responsibilities

Under limited supervision, performs supervisory and administrative work while assisting with the Transportation Department's vehicle maintenance program. Helps establish, control and monitor the vehicle maintenance plan for over 150 vehicles, to include school buses, maintenance vehicles and staff support vehicles. Paramount task is to ensure the proper maintenance of all school system vehicles so as to provide safe transportation for students and school system employees and closely monitor bus inspections and the system preventative maintenance programs. Assists with assignment of vehicle maintenance priorities and oversees the routine and emergency vehicle repair programs and emergency call-in reports.

Must have a solid working knowledge of the Federal Motor Vehicle Standards which apply to school buses and ensure repair parts and repair actions taken will comply with those Standards.

Annually, assists in maintenance program strategy to ensure all school buses receive a mandatory state inspection at least twice per year.

Monitors school bus preventative maintenance (PM) program schedule to ensure compliance with West Virginia statues and West Virginia Board of Education Administrative Code.

Must maintain technical knowledge on all vehicles supported to provide technical assistance to shop/maintenance staff on isolated, unusual, or new repair problems and select the correct repair actions.

Assist in the review of all completed vehicle maintenance work orders to ensure repair actions taken and parts selected are in compliance.

Assists in the responsibility to set up controls for and to manage the overall program to monitor the vehicle recall program and the vehicle warranty program.

Provides supplementary operating guidance and procedures to ensure employees comply with OSHA and other safety requirements. Oversees safety records and information such as Material Safety Data Sheets in a conspicuous location to ensure worker's quick access to a reference guide for their safety.

Assists with monitoring weather and road conditions for school closings, delays and early dismissals. Makes recommendations to the Coordinator of Transportation based upon conditions. Works with the operation department to respond to bus problems and incidents during inclement weather.

Responsible to assist in a system to receive after-hours calls to respond to mechanical problems for school buses and staff support vehicles. Assists in the response to after-hours department building security issues and school bus vandalism matters. On call 24 hours a day, including weekends, on a rotating basis, to assist in all vehicle maintenance emergencies.

Assists with the coordination of the summer bus maintenance program with summer school operational needs and schedules school buses for body repair and painting.

Assists in specification writing/review of the purchase of new replacement vehicles and the procurement of all vehicle maintenance diagnostic equipment.

Additional Job Functions

Maintains knowledge base through attendance at meetings, conferences and training workshops regarding new technology and equipment.

Assists in employee time and attendance accounting in accordance with Fair Labor Standards Act with operational staff to record use of annual leave, sick leave and compensatory time for all vehicle maintenance employees.

Assists in the preparation of annual vehicle maintenance staff development program. Ensures mechanics have the opportunity to learn new repair technologies, new vehicle preservation technologies and to study OSHA workplace standards.

Coordinates the installation of special needs seats, child safety restraints, and associated equipment.

Determines the need for special shop equipment and repairs.

Ensures expedient completion of Worker's Compensation claims by employees and subordinate supervisors.

Performs other related work as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from High School or GED with 10 years of experience or training in repair and maintenance of automotive vehicles and repair equipment; at least five years of experience required in school bus maintenance.

SPECIAL REQUIREMENTS

Must possess or maintain a WV Motor Vehicle Inspection License. Must maintain a valid CDL with appropriate endorsement(s) to qualify for substitute bus operator.