

## Coordinator of Mechanics Job Description

POSITION: Coordinator of Mechanics

IMMEDIATE SUPERVISOR: Director of Transportation

FLSA STATUS: Non-exempt

EMPLOYMENT TERM: 261 days annually

SALARY: Pursuant to WV Code 18A-4-8a, in accordance with Jefferson County Salary Scale, PAY GRADE \_\_\_\_\_  
Commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the immediate supervisor(s) and in accordance with WV State Code 18a-2-12, WV State Board

JOB SUMMARY: The Coordinator of Mechanics is required to manage the entire shop in the transportation department. Provide leadership and guidance to the mechanics and shop staff to ensure the safe and efficient operation of the shop and timely, safe and efficient repair of the fleet in Jefferson County Schools in Accordance with federal, state, and county regulations.

### Performance Responsibilities:

1. Extensive knowledge of bus repair including but not limited to knowledge of tools necessary to conduct routine and preventative maintenance; knowledge of diesel/gasoline engines; knowledge of air brake systems; knowledge of air-ride suspensions; knowledge of steering and differential; knowledge of transmissions; knowledge of body electrical; knowledge of emissions; knowledge of cooling systems; knowledge of fuel systems; knowledge of inspection process for Department of Motor Vehicles and West Virginia Department of Education; able to remove and install interior components including but not limited to dash panels and seat upholstery
2. Evaluates all work in progress to ensure repairs are proceeding in a timely fashion and completed with a high degree of accuracy.
3. Establishes or causes to be established a maintenance schedule and ensures adherence to maintenance schedule.
4. Schedules services, runs repairs and completes or oversees completion of all related paperwork
5. Responsible for reading, attending training and increasing knowledge base to meet challenging industry standards
6. Responsible for providing 18 hours of staff development annually that is relevant to field for mechanics
7. Responsible for overseeing the entire Mechanic's shop safely, efficiently and effectively
8. Respond to bus accident scenes and road calls
9. Oversee a variety of skilled tasks within the transportation department for the maintenance and repair of any vehicle within the JCBOE's fleet and related district facilities.
10. Direct the work of Shop Foreman, Parts Mechanic and mechanics
11. Assist with the purchase of new school buses
12. Must have good organization skills and be able to diagnose and trouble shoot issues in a timely and cost-effective manner. Determines the most cost-effective way to make repairs either in-house or outsourced.
13. Oversees mechanics so they maintain a safe and clean work environment
14. Ability to oversee and supervise Shop Foreman and mechanics and delegate work in a manner that best utilizes shop resources and mechanics abilities daily
15. Knowledge of DOT Rules/Regulations
16. Meet as needed with Director of Transportation
17. Thorough knowledge of district and state policies and codes relating to school buses and the repair of the buses as well as policies and procedures
18. Assists the Director of Transportation in developing, overseeing and managing the portion of the budget pertaining to the purchasing and repair of buses
19. Standing member of the Snow/Inclement Weather Team responsible for driving roads, assessing road conditions and reporting out to the Director of Transportation
20. Additional duties as assigned by the Director of Transportation
21. Ability to effectively evaluate staff

#### Qualifications:

1. Minimum High School Diploma
2. Mechanic\*
3. Holds a CDL with P & S Endorsements and is a WV Certified Bus Operator
4. Good oral and written communication skills
5. Self-motivated
6. Skilled at managing complex problem-solving scenarios with the shop staff, assigning and/or responding to road calls or bus accidents and manages bus repair and the accompanying budget
7. Ability to lead, cope with stress and act under pressure in a fast-paced environment
8. Ability to always maintain confidentiality
9. Communicate effectively with the Director of Transportation, Transportation Department Office Staff, bus operators, school staff, students, first responders, the public, vendors, and mechanics

#### Required Skills:

1. Knowledge of computer applications
2. Mechanic with ASE Certification preferred\* (See below for mechanic definition)
3. Additional duties as assigned by the Director of Transportation

#### PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of the job, the employee is frequently required to lift and move up to 75 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work surface may include concrete floors with below surface pits for maintenance work involving the undercarriage of vehicles. The work environment includes close quarters of vehicle interiors and under vehicle hoods. The temperature can range from below freezing to 90 degrees F when vehicles are stranded in inclement weather due to mechanical failures or road conditions. The work surface can be wet and slippery. The noise level in the work environment is moderate loud to very loud (70-112dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

\*Mechanic Defined:

"Mechanic" means a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses, and other mechanical and mobile equipment to use in a county school system. (Pursuant to WV Code 18A-4-8).

Further, all Jefferson County Schools mechanics should demonstrate competency in the following areas:

- Demonstrate appropriate safety, hygiene and health standards
- Demonstrate safety of work area
- Adhere to schedules, demonstrate punctuality
- Be willing to be called out in emergency situations
- Demonstrate flexibility and adjusting to change
- Demonstrate courtesy and tactfulness in interpersonal relations
- Demonstrate dependability
- Demonstrate understanding and implementing responsibilities
- Demonstrate ability to use good judgment and make good decisions
- Experience in repairs and maintenance of a variety of vehicles both gasoline and diesel
- Knowledge of tools required
- Experience in operating hydraulic lifts
- Possess and maintain a WV CDL with passenger and bus endorsement, in addition, responsibilities will require driving a school bus with students on board, on an as needed basis
- Ability to write reports and complete work orders consistent with duties
- Ability to effectively present information and respond to questions from administrators, staff, general public and inspectors
- Ability to analyze and interpret schematics of various vehicle systems
- Ability to define problems, collect, review and analyze data, establish and draw conclusions
- Ability to apply manufacturer's, inspector's, or administrator's recommendations
- Ability to perform duties in full compliance with state and county requirements
- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position
- Ability to accurately perform assigned tasks
- Ability to perform duties in full compliance with county requirements and JCBOE policies

Reports to: The Director of Transportation

FLSA Status: Non-Exempt