

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

- POSITION:** Mechanic
- IMMEDIATE SUPERVISOR:** Coordinator of Mechanics; Foreman
- FLSA STATUS:** Non-exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by JCBOE
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade F**  
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 Policy 5314, and JCBOE's Evaluation Policy for Service Personnel
- JOB SUMMARY:** The mechanic is required to perform 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.

**PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.**

- 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 Vehicle and WV Department of Education
- Be able to remove and install interior components including but not limited to dash panels and seat upholstery
- Be willing to read and increase knowledge base to meet changing industry standards

## QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test(s)), as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

“**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 § 18A-4-8)

- 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 license with passenger and school bus endorsement
- 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 from consistent with this position
- Ability to accurately perform assigned tasks
- Ability to perform duties in full compliance with state and county requirements and JCBOE policies

## **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 stoop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of this 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 includes concrete floors with below surface pits for maintenance work involving the under-carriage of vehicles. The work environment includes close quarters of vehicle interiors and under vehicle hoods. The temperature can range from below freezing to 90°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 (70-112 dB).

*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- 9/2018