

## **MASON COUNTY SCHOOLS**

### **Job Description**

**POSITION:** Mechanic

**IMMEDIATE SUPERVISOR:** Director of Transportation

**EMPLOYMENT TERM:** 261 Days, pursuant to WV Code §18A-4-8

**SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and MCBOE Guide to Performance Evaluation for Service Personnel

**JOB SUMMARY:** The mechanic is responsible for maintenance and repair of automobiles, school buses and other mechanical or mobile equipment used by the county school system. A mechanic is a person employed who can independently perform skilled duties in maintenance of vehicles or equipment. WV §18A-4-8

### **PERFORMANCE RESPONSIBILITIES:**

Additional duties may be assigned

1. To perform preventive and corrective maintenance on automobiles, school buses and other mechanical or mobile equipment used by the county school system.
2. To repair all automobiles, school buses and other mechanical or mobile equipment used by the county school system.
3. To inform the Director of Transportation of supply needs.
4. To respond to emergency situations as requested.
5. To perform the physical demands of the position, as necessary, in an effective and efficient manner.
6. To perform other duties as assigned by the Director of Transportation.

### **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) as required. Holds or qualifies for a commercial driver's license (CDL), Holds or qualifies for certification as a school bus operator, Holds an Associates Degree in Automotive Technology or Diesel Mechanics, Verified successful automotive/technology/diesel mechanic experience preferred.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate adherence to schedules; being punctual.
- 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.
  - Displays knowledge within assigned area of responsibility
  - Maintains, completes and submits required reports in a timely fashion.
  - Maintains and upgrades skills within area of responsibility
  - Follows county rules and regulations
  - Performs duties efficiently and productively
  - Maintains a high quality of work

### **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, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least pounds 75 of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other 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. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

*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.*