

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Vehicle Mechanic
Job Class Code: 7916
Pay Scale: per salary schedule

Reports to: Transportation Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Perform basic mechanical repair work on school buses and other gas or diesel-powered automotive equipment; assure buses conform with 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.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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