



Title:	Transportation Mechanic
Reports to:	Mechanic Supervisor/Shop Mechanic
Terms of employment:	12 Months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

To support the goals and high standards of Transportation Services and to ensure that the bus fleet meets or exceeds state maintenance standards.

Qualifications and Licensure

- High school diploma or equivalent
- Experience in repair and automotive and/or medium duty maintenance
- Possess or be able to obtain proper NC driver’s license for weight and type of vehicles needed to perform job duties

Duties and Responsibilities

- Keeps up maintenance on assigned vehicles which consists of 30 day inspections, repairs and preventive maintenance.
- Maintains inventory on service vehicles
- Obtains sign-in sheets which consist of where a bus driver has written a problem with a bus.
- Interacts with drivers and area Bus Coordinators about problems with buses. Fix buses at schools or report to the Supervisor if a bus needs to come in.
- Performs 30-day inspection on buses and activity buses which consists of a 42 item safety inspection.
- Repairs problems found on 30-day inspection and complete TD 18 to show labor and parts used.
- Responds to road calls as directed when a bus breaks down on the route by either fixing the problem or requesting a spare bus.
- Assists supervisors with vandalism and accident scenes.
- Contact the route mechanic if a bus issue is identified.
- Assistants with preventative maintenance.
- Makes major repairs that could not be fixed on the road.
- Maintains shop appearance.
- Performs North Carolina Inspections.
- Performs summer services on all buses by following state and local procedures.
- Wash and clean out buses after repairs.
- Exchanges buses during breakdowns.
- Performs/assists state inspection certified mechanic on 30-day inspections as required by GS115C-248(a).
- Performs other duties as assigned by the Executive Director, Mechanic Supervisor or Shop Foreman.

Physical Requirements (if applicable)

- Must be physically able to operate a variety of equipment and machinery including service trucks, support vehicles, lawn mowers, tractors, etc., and various mechanical equipment and tools such as hydraulic presses, brake lathes and valve grinders.
- Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and .or up to 10 pounds of force constantly to move objects.
- Must be able to lift and/or carry weights of 50 to 100 pounds.
- Physical demand requirements are for medium to heavy work.

Special Requirements (if applicable)

- Required to work a staggered work schedule as needed.
- Must possess a North Carolina CDL B with P and N endorsements.
- Recommended State School Bus Inspection Certification.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.