

POSITION: CHIEF MECHANIC

REPORTS TO: Director of Transportation

DESCRIPTION: Personnel employed to be responsible for directing activities which insure that student transportation or other board-owned vehicles are properly and safely maintained.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to manual labor.
5. Valid West Virginia driver's license and CDL.
6. Must be an experienced mechanic with ability to use tools and test equipment normally associated with this type of work.
7. Should be able to understand written and verbal instructions.
8. Should have a basic knowledge of the techniques used in body repair and painting.
9. Must be able to diagnose and troubleshoot problems based on vehicle performance symptoms.

RESPONSIBILITIES:

1. Insures that vehicles are mechanically and structurally safe for use by county personnel and for transporting students of Fayette County.
2. Uses tools and equipment such as oscilloscope for engine diagnosis, tire changes, wheel balancers, front end aligning equipment, plus normal hand wrenches and related tools.
3. Overhauls engines.
4. Replaces and repairs components on vehicles, bodies, and chassis.
5. Repairs, patches, and paints vehicle bodies.
6. Repairs or replaces transmissions and clutches.
7. Performs engine tune-ups.
8. Provides emergency road service to repair disabled vehicles.
9. Repairs electrical systems and components.
10. Replaces or repairs exhaust systems.
11. Changes and repairs tires.
12. Performs general maintenance and service on vehicles to insure their dependable operation.
13. Maintains a list of components used to prepare each vehicle and reports daily so new supplies can be requisitioned.
14. Maintains time and materials records as required.
15. Maintains positive work habits.
16. Performs duties efficiently and productively.
17. Maintains and/or upgrades job-related skills.
18. Performs other tasks as assigned by supervisor.
19. Organizing daily work schedule for all mechanics.
20. Preparing and organizing for all inspections.
21. Assigning all spare buses when needed.
22. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: G

EMPLOYMENT TERM: 261 Days