



**GRANT COUNTY SCHOOLS**  
204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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## **JOB DESCRIPTION**

### **JOB TITLE: MECHANIC**

**Supervisor:** Director of Transportation

#### **Qualifications:**

- High School Diploma or GED
- Hold or qualify for Mechanic Classification according to WV Code
- Hold or qualify for Bus Operator Certification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### **WV Code:**

**Mechanic:** 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.

#### **PERFORMANCE STANDARDS**

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.

4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**Duties/Responsibilities:**

1. The head mechanic is responsible for seeing that all buses pass the quarterly inspections by the state inspector.
2. Maintain accurate records of all mechanical work done on each school bus to be presented to the state inspector upon his request.
3. It is the responsibility of the head mechanic to maintain the entire bus fleet in a safe working condition at all times.
4. Keeps the work area in a safe and orderly condition.
5. Is punctual in complying with assigned working hours.
6. Maintains regular attendance.
7. Maintains inventory of shop tools, equipment and parts.
8. Direct all activities pertaining to the operation of the bus garage, mechanical maintenance of all school buses and assistant mechanic.
9. Be able to certify as a bus operator and answer emergency calls both morning and evening of all regular bus operators.
10. Develop a preventative maintenance schedule whereby all school buses will be brought into the bus garage on a regular basis to be check for needed repair.
11. Be responsible for the ordering of necessary parts to repair school buses. (It will be necessary that large purchase orders will be approved by the Director of Transportation).
12. Be able to work under the supervision of the Director of Transportation and carry out the directions of the Director of Transportation.
13. Advises Director of Transportation of the mechanical conditions of all vehicles.
14. Performs West Virginia Department of Public Safety Vehicle Inspection on all school system vehicles.
15. Assists in the training of bus operators by providing technical assistance in vehicle operating procedures and mechanical capabilities of the school bus.
16. Coordinates with the Director of Transportation the scheduling and completion of repairs by outside facilities.
17. Maintains a current working knowledge of bus mechanical systems.
18. Attends the Department of Motor Vehicle Inspection School so as to hold a current inspection license.
19. Participates in county in-service programs related to his area of responsibility.
20. Be able to maintain a friendly relationship and mutual respect for all regular bus operators and assistant mechanic.
21. Maintains a neat and appropriate appearance.
22. Other duties as assigned by supervisor.