

MECHANIC/MECHANIC ASSISTANT

QUALIFICATIONS:

1. Licensed to perform automotive inspections as required by the State of West Virginia.
2. A valid commercial driver's license (CDL) or willing to obtain CDL by the end of the school year as issued by the State of West Virginia.
3. Demonstrated proficiency in diagnosis and repair of diesel and gasoline engines.
4. High school diploma or equivalent
5. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

6. Pass the Mechanic Test

REPORTS TO: Chief Mechanic and/or Transportation Supervisor.

JOB GOAL: To keep the county's school buses, trucks, vans and other vehicles in such a state of operating excellence that they present no problems of interruptions to the education program.

PERFORMANCE RESPONSIBILITIES:

1. Maintain positive work habits.
 - 1) Is punctual and minimizes absences.
 - 2) Complies with county and school policies and procedures.
 - 3) Takes initiative in performing assigned tasks.

11. Performs duties efficiently and productively.
 - 1) Promotes duties as assigned by the Chief Mechanic.
 - 2) Promotes high standards of safety.
 - 3) Assists in maintaining a complete inventory of supplies and equipment.
 - 4) Works with the West Virginia State School Bus Inspector to see that all school buses meet required safety standards.

111. Maintains and/or upgrades skills.
 - 1) Completes at least 18 hours of required continuing education per year.
 - 2) Becomes knowledgeable in all phases of fleet maintenance.
 - 3) Reads and reviews periodicals in the diesel and automotive field.

- IV. Maintains positive attitude.
 - 1) Works cooperatively with others.
 - 2) Observes confidentiality of students, teachers, parents and co-workers.
 - 3) Maintains positive attitude toward work.

TERMS OF EMPLOYMENT: Salary and work year as determined by the Board.