

Position: Mechanic/Transportation Shop Manager

Reports to: Support Services Manager/Transportation Supervisor

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Responsible for skilled repair and preventive maintenance of a wide variety of automotive and construction equipment including, but not limited to, installing parts, changing tires, cutting and welding, painting equipment, and performing body repair

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Evaluate complaints received on equipment and supplies and take appropriate action with Support Services Manager/Transportation Supervisor
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Attend meetings and in-services as required
- Work cooperatively with others
- Exercise considerable independent judgment in carrying out assignments
- Maintain a clean and safe work area
- Mix and blend automotive paints
- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Diagnose and perform skilled repair and preventive maintenance on equipment
- Perform shielded arc welding and oxyacetylene welding and cutting
- Repair, overhaul, and maintain engines, transmissions, differentials, drive trains, brake systems, steering systems, and other major components of a wide variety of automotive, bus, and construction equipment
- Install piston rings, replace worn bearings, install clutch plates, repairs
- Perform service calls for equipment broken in the field
- Fabricate parts as necessary
- Tune engines
- Supervise, coordinate, and delegate the repair of all automotive equipment requiring either scheduled or unscheduled maintenance
- Perform post- repair inspections of work performed to ensure highest quality of workmanship and repair.
- Monitor and maintain safety inspection records according to state regulations.
- Assist in the evaluation of selection and use of all parts and materials used for repair and maintenance.
- Ensure employees are compliant with the regulatory requirements of Occupational Safety and Health Act (OSHA) and the Environmental Protection Agency (EPA) to maintain a safe working environment.
- Prepare and maintain records and required reports relevant to shop operations or as requested by the Transportation Supervisor.
- Ability to train and supervise others.
- Good health, high moral character, and good attendance record.
- Perform other duties as assigned by the Superintendent or Designee.
- *Promote good public relations*

Other Duties and Responsibilities:

- Take accurate inventories of stock
- Receive freight from carriers and check shipments against purchase orders
- Perform other duties as assigned by the Transportation Supervisor
- All responsibilities as determined by the Mechanic job description.
- Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems.

Qualifications:

- Valid driver's license
- High school diploma or general education degree (GED)
- 2 years experience as a mechanic
- Knowledge of tune-ups, transmissions, cooling and heating systems, electrical and mechanical systems
- Knowledge of diesel motor repair and maintenance
- State of Ohio Commercial Driver's License (CDL) with appropriate endorsements
- State of Ohio Class B school bus and passenger endorsement, commercial driver's license with air brake and
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Ability to work independently
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of hydraulics, mechanical equipment, computers, lubricants and welding
- Knowledge of the methods, tools and safety of arc, mig and oxyacetylene welding and cutting
- Knowledge of the methods, tools and practices of gasoline and diesel automotive equipment including preventive maintenance, diagnostic and repair
- Knowledge of occupational hazards and safety precautions of the automotive repair trade
- Knowledge of the methods, tools, and practices of automotive equipment repair
- Ability to diagnose and repair defects in automotive and construction equipment

Equipment Operated:

- Telephone
- Motor vehicle, truck, bus and school van
- Forklift
- Various hand tools
- Tire machine
- Hydraulic lift
- Drill press
- Chain hoist
- Motor stand
- Battery charger
- Welding unit

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Frequent requirement to travel throughout the district
- Occasional requirement to work overtime
- Frequent exposure to outdoor weather conditions, i.e., requirement to work outdoors during all types of weather
- Frequent exposure to loud noise
- Frequent exposure to fumes or airborne particles

- Frequent repetitive hand motion
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Frequent requirement to lift and carry various items
- Occasional requirement to push and pull

Evaluation:

- Performance of this job will be in accordance with provisions of the Board's policy on Evaluation of Support Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education
Adoption date: June 27, 2023