

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Chief Mechanic

**REPORTS TO:** Transportation Director

**CLASSIFICATION:** Service

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** 240 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the transportation director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** Chief mechanic means a person employed to be responsible for directing activities which ensure that student transportation or other county board-owned vehicles are properly and safely maintained; WV §18A-4-8

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Additional duties may be assigned. The mechanic foreman is required to perform a variety of supervisory tasks within the transportation department for the repair of any vehicle within the McDowell County BOE's fleet and related district facilities.

- Supervise and evaluate personnel who work in the area of repair and maintenance of McDowell County BOE-owned vehicles.
- Provide effective leadership.
- Implement a system to maintain productivity.
- Maintain a parts and supply inventory used in the repair and maintenance of vehicles.
- Maintain cost records, repair, and parts used to maintain vehicles.
- Insure that shop equipment is maintained and operational at all times.
- Insure that all safety rules and procedures are used by shop employees.
- Responsible for keeping payroll sheets, work orders, personal leave, vacation time, absences, and other important information for each subordinate employee.
- Inspect new vehicles to insure the specifications of State or County are met.

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- Insure that Board-owned vehicles are properly and safely maintained in proper repair.
- Schedule vehicles to mechanics for repairs.
- Insure that all vehicles owned by the BOE are inspected and have valid West Virginia safety sticker.
- Must be familiar with and understand the County Transportation handbook and the West Virginia Minimum Requirements for Design and Equipment of School Buses.
- Report any employee considered abusing a Board vehicle to the Transportation Director.
- Must maintain and upgrade skills through professional development.

**SUPERVISORY RESPONSIBILITIES:** Supervises and evaluates personnel employed as Mechanics

**QUALIFICATION REQUIREMENTS:**

- Demonstrate appropriate safety, hygiene and health standards.
- Demonstrate safety of work area.
- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- Possess and maintain a valid West Virginia Driver's License.
- Must possess valid West Virginia Department of Public Safety Vehicle Inspection License.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

**EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- Must have completed a minimum of ten (10) years performing skilled duties in the maintenance and repair of automobiles, trucks, and other mobile and mechanical equipment.
- Experience in repairs and maintenance of a variety of vehicles both gas and diesel
- Must have knowledge, skills, and abilities to supervise the use of shop tools and safety equipment.
- State competency test, if appropriate as per WV §18A-4-8e.

**COMMUNICATION SKILLS:**

- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work orders consistent with the duties.
- Ability to effectively present information and respond to questions from subordinates, administrators, staff, general public and inspectors.
- Ability to analyze and interpret schematics of various vehicle systems.
- Ability to define problems, collect, review and analyze data; establish and draw conclusions.

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- Ability to apply manufacturer's, inspector's, or administrator's recommendations.
- Ability to supervise the completion in a competent manner all necessary repair work, including major overhauls.

**MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to follow shop manuals and work orders maintaining a safe work environment.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

**PHYSICAL DEMANDS:** *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee is frequently required to lift and move up to 75 pounds without assistance. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may occasionally work with toxic or caustic chemical such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the*

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*individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

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