

AMELIA COUNTY PUBLIC SCHOOLS
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Mechanic's Helper
REVISION DATE: July 2016
LOCATION: Amelia County School's Bus Shop
STATUS: Non-exempt, Full Time – 12 Months

PRIMARY PURPOSE:

To assist in providing service, maintenance, and repairs to the equipment and vehicle fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Fuels busses and other vehicles as needed; checking and adding fluids when necessary
- Performs routine tasks as indicated on the daily check-in sheets
- Assists in providing general vehicle maintenance and repairs to the division fleet and equipment
- Assists in diagnoses of problems, performs major and minor repairs, overhauls, and maintenance (i.e. overhaul of brakes, ignition systems, vehicle assemblies, replaces parts, and provides appropriate adjustments and settings)
- Helps keep the bus shop as clean, safe, and presentable as possible
- Runs errands to pick up parts and supplies as needed
- Responds to road calls and other emergency calls for services as needed
- Participates in safety checks
- Operates various types of shop equipment: machinery, precision instruments, computers, specialized tools
- Completes appropriate reports and records as required by the supervisor
- Reports all necessary services, repairs, and/or adjustments as observed
- Washes and cleans all school owned vehicles as requested or scheduled
- Attends safety and regularly scheduled meetings
- Lifts, moves, carriers, and/or transports equipment and materials as needed
- Provides technical assistance to coworkers
- Assists as necessary in maintaining grounds and facilities in an attractive condition
- Serves as substitute bus/car driver as needed
- Conducts weekend building/facilities checks to include doors, restrooms/plumbing, and kitchen/freezer temperatures
- Performs other duties as assigned by assigned supervisor or the Superintendent

MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in the appropriate field related to the essential job functions.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 100 pounds.
3. Professional and Confidential – Be professional in dealing with all school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – Serve with colleague and administrative groups as requested in advancing necessary activities and objectives.
5. Record-keeping – Perform all record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

The Mechanics Helper performs duties under the supervision of the Lead Mechanic and Transportation Supervisor

MINIMUM QUALIFICATIONS:

- Minimum of a High School Degree or equivalent required
- Minimum of three years job related experience required
- Possess or be eligible to obtain (within a probationary period) the following licenses:
 - Virginia Motor Vehicle Operator's license
 - Virginia Commercial Driver's License (CDL) with School Bus Driver endorsement
 - Virginia State Inspection license
- Maintain satisfactory health condition as certified by a competent medical authority and pass all drug testing
- Certification or license in auto/diesel mechanics preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate thorough knowledge of mechanical equipment and vehicle maintenance
- Ability to use computer/technology and applicable software as needed
- Demonstrate appropriate literacy skills to read and write at a level necessary to write brief reports, read work orders, follow directions, read labels and manuals, read to pass the CDL license test, and understand materials presented in driver training sessions
- Ability to operate a school bus, tractor, and other division vehicles and equipment

- Demonstrate good communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to work independently after receiving directions without constant supervision
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

WORKING CONDITIONS AND REQUIREMENTS:

This position is designated as “Essential Personnel”, which requires that employees report to their job site during emergency situations, such as snow, inclement weather, or other emergency situations as designated by the Director of Operations or Division Superintendent. This position may be on call for emergency situations, including weather and other emergencies. This position will assist in maintaining access to school buildings during emergencies or during inclement weather conditions including snow removal.

Work may be performed indoors, or in confined or dusty spaces; and in outdoor locations, in all types of weather including adverse conditions of snow, rain, and extreme temperatures, or at extreme heights. Work requires dexterity in using both hands, hand-eye coordination and processing basic mechanical sequence of events. Performance of more strenuous physical tasks, such as a) walking over rough or uneven surfaces; b) bending or stooping; c) working in confined spaces; d) lifting or carrying items weighing 25-50 pounds, with occasional lifting of items weighing over 100 pounds. Demonstrate basic knowledge of occupational hazards and necessary safety precautions associated with work and daily operation of power machinery- such as power lift and diagnostic equipment. Complex operation of gasoline, diesel or electric-powered machinery or shop equipment, requiring the manipulation of multiple controls or fine adjustments may be expected.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: July 18, 2016)