

Harnett County Schools

Human Resource Office

Post Office Box 1029
Lillington, N.C. 27546

Phone: 910.893.8151
Fax: 910.814.1484

VACANCY ANNOUNCEMENT

DATE: August 6, 2015

POSITION: Mechanic (12 Month Position)
Reports to Transportation Director

SALARY: Commensurate with education and experience

LOCATION: Harnett County Schools, Transportation Department

DESCRIPTION: Under general supervision to perform skilled journey level mechanical work in the diagnosis, overhaul, and preventive maintenance of school buses, district vehicles and other mechanical equipment; and to do other related work as may be required.

KNOWLEDGE & ABILITIES:

- Knowledge of principles of gasoline and diesel powered engines.
- Knowledge of methods, tools, equipment, and parts used in the repair and maintenance of buses and other district vehicles.
- Knowledge of operation and use of diagnostic equipment.
- Knowledge of safe working practices.
- Ability to diagnose the source of mechanical and electrical malfunctions.
- Ability to perform needed repairs on all automotive equipment.
- Ability to maintain simple records.
- Ability to read and interpret parts booklets and make correct order of parts.
- Ability to understand and follow oral and written directions.
- Ability to establish and maintain a cooperative working relationship with those contacted in the course of work.

PERFORMANCE RESPONSIBILITIES:

- Inspects and diagnoses mechanical problems on school buses, trucks, and automobiles.
- Performs major and minor overhaul, maintenance, servicing, and repair work of equipment as necessary.
- Performs all types of mechanical replacement and repair.
- Performs repairs to brake systems, transmissions, drive line assemblies including replacement of universal joints, differentials, steering systems, hydraulic and air systems, water and fuel systems, air conditioning systems, and valve adjustments, carburetors, blowers, alternators, and starters, instruments such as odometers and drive cables, electrical systems and exhaust systems.
- Informs supervisor of safety factors on any vehicle that may require repair or replacement.
- Performs safety inspections and performs preventive maintenance on all buses and other district vehicles.
- Performs a variety of diagnostic tests.
- Performs road tests on buses and other automotive equipment as needed.
- Keeps simple records of time and materials used on each job.
- To perform other duties as directed by Transportation Director.

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EDUCATION & EXPERIENCE:

- Must be a high school graduate or equivalent and possession of knowledge and abilities as listed above.
- One year of responsible journey level experience in the repair and overhaul of automotive and bus equipment **OR** a Degree in Automotive Technology from a community college.

REQUIRED LICENSES AND/OR CERTIFICATES:

- Possession of a valid and appropriate Driver's License (acceptable driving record required)
- Incumbents, when assigned to drive a school bus to transport students, are required to obtain and possess a School Bus Driver's Certificate.
- Must be able to acquire and hold a North Carolina Class A Commercial Drivers license with S, P, and N endorsements, with a satisfactory driving record.
- Ability to obtain and maintain a North Carolina certification for a School Bus Inspector issued by North Carolina Department of Public Instruction.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds
- Frequent lifting and/or carrying of objects weighing up to 50 pounds.
- Physical dexterity in limbs and digits necessary to operate a motor vehicle, hand and power tools, and a variety of machinery and equipment used in mechanical work, and perform strenuous manual labor.

APPLICANT INSTRUCTIONS: Applicants may complete an Applitrack application on the website at www.harnett.k12.nc.us. **All applicants should submit a letter of interest on Applitrack.**

DEADLINE: Open Until Filled

Harnett County Schools is an Equal Opportunity Employer