



Mobile County PUBLIC SCHOOLS

Job Description Title – HEAD MECHANIC

SUPERVISED BY/REPORTS TO: Fleet Manager or his/her designee

JOB SUMMARY: The purpose of this position is to coordinate and oversee skilled work involving the maintenance and repair of diesel, propane, and gasoline driven motors and related auto equipment, machinery and tools.

SUPERVISES: Department mechanics

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- High school diploma, GED, or other equivalent. Transcripts or certificates required before starting work.
- Good general health, clean in attire and appearance.
- Ability to understand and follow oral and written instructions.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
- Must have no less than (8) years in shop experience or possess an A.S.E. certificate or diploma from a technical school in truck or auto repair or be a certified State School Bus Mechanic.
- Must be able to obtain State School Bus Mechanic Certification within (3) three years of hire.
- Must possess or be able to obtain Alabama State Bus Certificate and Commercial Driver's License (CDL) within 6 months of hire.
- Must be insurable as determined by MCPSS personnel into private and business records within any three-year period.
- Ability to demonstrate leadership, supervision, and decision-making skills.

LANGUAGE SKILLS (Reading and Writing):

Ability to read and interpret documents including training manuals, parts manuals, technical manuals, safety rules, attendance instructions, and school and district procedure manuals necessary to make repairs in compliance with technical specifications. Ability to write routine reports and correspondence. Prepares detailed and accurate records of work performed.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job:

- The employee is regularly required to stand, uses hands to finger, handle, feel, reach with hands and arms and is frequently required to bend at the waist, stoop or crouch and lift and/or move up to 70 pounds.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, and be able to grasp, push, pull, lift, and mobility to perform job responsibilities.
- The work requires specific vision abilities which include close vision, distance vision, ability to focus, and peripheral vision.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Inspects and performs repairs, preventative maintenance, and servicing automotive equipment as needed. Performs monthly safety inspections on buses as required by the State of Alabama.
2. Responds promptly to call out in emergency situations. Retrieves vehicles for repair in the most expeditious manner.
3. Engages in work related training to increase knowledge and skills as directed and/or for advancement. Instructs and trains personnel designated shop personnel and mechanics and directs the accomplishment of unusual problems and activities.
4. Maintains appropriate confidentiality regarding department/workplace matters.
5. Stays abreast of automotive repair techniques.
6. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
7. Reports absences and takes leave in accordance with Board policies and procedures.
8. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
9. Works well with all supervisors and other members of the team.
10. Performs other duties assigned by supervisor or administrator.

SUPERVISION

- A. Supervises and/or diagnoses, repairs and overhauls a variety of automotive systems including but not limited to, mechanical, electrical, heating, cooling, emissions, hydraulic, steering and suspension systems, air brake, power train, heating and cooling systems, vehicle electrical systems, chassis, gasoline, propane, diesel, and fuel systems, computerized engine controls, and related components and mechanical systems.
- B. Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- C. Assumes responsibility for the bus shop in the absence of the Shop Foreman as designated by the Shop Foreman.
- D. Supervises and/or diagnoses engine noises and mechanical failures.
- E. Supervises and/or makes repairs and installs gasoline, diesel, propane engines.
- F. Supervises and/or maintains, cleans, and repair shop tools, equipment and work areas.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability and willingness to work in a highly demanding, stressful environment.
2. Requires the ability to display knowledge of supervisory principles and practices.

3. Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
4. Requires the ability to display knowledge of operation and maintenance of hand and power tools.
5. Requires the ability to display knowledge of occupational hazards and safety precautions.
6. Requires the ability to act as a lead worker.
7. Operate a computer and job-related software.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and supervisors.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Employees in this position work in a safe and secure environment that may periodically have unsuspected requirements or demands.
- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels in the garage/shop that are loud enough that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the appropriate Transportation Supervisor or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day. Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. May be required to work overtime or on weekends (if approved) with appropriate compensation. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.