

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Automotive Specialist Position Description

**LOCATION:** Transportation

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade - 11

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Director of Transportation

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Repairs, overhauls, and inspects school buses, trucks, and other automotive vehicles.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Examines vehicles and discusses with the Shop foreman/Transportation Director nature and extent of damage of malfunction;
- Plans work procedure, using charts, technical manuals, and experience;
- Raises vehicles, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicles;
- Removes unit, such as engine, transmission or differential, using wrenches, portable air hoist, and transmission jack;
- Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges;
- Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings using mechanic's hand tools and all necessary precautions;
- Overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators;
- Rewires ignition system, lights, and instrument panel;
- Realigns and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator;
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts;
- Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers;
- Makes minor repairs to county vehicles along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose

wires;

- Maintains a clean and safe work area;
- Observes and promotes safe work practices and procedures;
- Uses and wears safety and protective equipment;
- Attends in-service training to develop and improve knowledge and skills of a proficient mechanic;
- Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports all accidents and/or potential hazards to the Shop Foreman/Transportation Director immediately, or as soon as reasonably possible;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Director of Transportation and/or the Shop Foreman.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to follow oral and written directions and have the ability to get along well with others.
- Must have Automotive Service Excellence (ASE) Endorsement of Master School Bus Technician or making positive progress towards earning said endorsement.
- Must have basic skills and knowledge of diagnostic testing equipment.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to completion of high school and must possess experience as a successful service station attendant or equivalent. Possess a valid Virginia Commercial Driver's License with School Bus, Passenger Bus and Combination Vehicle Endorsements. Evidence of prior successful experience as a journeyman automobile and/or truck fleet mechanic, and qualify for annual certification as an official inspection mechanic is required.

### **SPECIAL REQUIREMENTS**

Candidate must possess a valid Virginia Commercial Driver's License with Air Brake, School Bus, Passenger Bus and

Combination Vehicle Endorsement. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in, but not limited to the division bus garage, on buses on bus routes throughout the division. Frequent walking, standing, stooping, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances and possible road hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

### **EVALUATION**

The Director of Transportation with collaboration from the Shop Foreman will evaluate performance on ability and effectiveness in carrying out the above responsibilities.