Hickman County Schools

Job Title: Mechanic

Reports to: Transportation Supervisor

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* Cleans parts room for the purpose of maintaining a safe and sanitary work area.
* Maintains manual and electronic files and records for the purpose of documenting activities and providing reliable resource information.
* Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
* Orders equipment, tools, and supplies, as requested, for the purpose of maintaining inventory and ensuring availability of required items.
* Participates in physical inventories for the purpose of verifying stock and identifying needs.
* Prepares written materials for the purpose of documenting activities, providing written reference, and meeting mandated requirements.
* Processes work orders for the purpose of tracking parts and matching parts to work order.
* Receives stock and non stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
* Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field
* Other duties as assigned by the Transportation Supervisor.