

October 25, 2013

JOB VACANCY

TITLE: Mechanic
Transportation Department

TERMS OF EMPLOYMENT: Twelve months contract. Work year and salary set by the Board of Education.

REPORTS TO: Transportation Supervisor

The Fayette County Board of Education is accepting applications for a Mechanic position. Applications must be submitted through the Teach In Alabama online application service at the Alabama Department of Education (<http://www.alsde.edu/TeachInAlabama/>) no later than **Thursday, October 31, 2013.**

QUALIFICATIONS: At least a high school diploma or GED.
Must be able to obtain an Alabama CDL and Alabama school bus driver's certificate within (6) months of employment.
All State and federal licensing requirements and local regulations required in operating a school Bus and automobile.
Completion of a Certified Auto Mechanic Apprenticeship, or written verification of five (5) years experience as auto/truck mechanic, or written verification of three (3) years experience as an assistant mechanic in a school bus shop, maintaining buses for pupil transportation. Must be able to obtain State School Bus Mechanic Certification within (6) months of employment.
Subject to drug/alcohol tests as required by law and School Board policy for transporting students and operating school-owned vehicles

JOB GOAL: To keep the school district's buses and other mechanical equipment in such a state of operating excellence that they present no problems or safety interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES: (Including but not limited to the following)

1. Accept and complete supervisor assigned job and overall supervision.
2. Maintain safety standards at all times.
3. Maintain good relationships with drivers and other school employees.
4. Accurately diagnose and repair school system automotive equipment.
5. Assume responsibility for the proper use of all parts received.
6. Exhibit skill and efficiency in performing routine and preventive maintenance to all vehicles and equipment.
7. Maintain work hours in accordance with Board Policies.
8. Operate county-owned vehicles in accordance with State Law and School Board policies.
9. Assume other reasonable and equitable job-related duties assigned by the immediate supervisor.
10. Keep all certifications required by Alabama State and Local Board of Education current.
11. Makes service calls when needed.

12. Help keep the mechanic shop work areas clean and safe.
13. Sees that spare buses, activity buses, and other equipment are fueled and checked before leaving the bus shop.
14. Must be dependable, truthful, trustworthy, sober, and be on the job during assigned work hours.
15. Must follow Fayette County Board of Education Policies and do their job in a business like manner. Mechanics dress, conduct, language, and appearance should be compatible to the job.
16. Double checks all work before releasing the vehicle as ready to transport passengers.
17. Familiarizes themselves with newly purchased equipment so they can carry out the proper maintenance procedures recommended by the manufacturer.
18. Work schedule and work hours will be assigned by the Transportation Supervisor.
19. Assists the Transportation Supervisor in any matters related to the maintenance of the fleet.
20. Assists in maintaining inventories of repair parts and vehicle maintenance supplies.
21. Performs other related and appropriate duties as requested by the Transportation Supervisor and/or Superintendent of Education.
22. Be willing to attend auto mechanic training classes.
23. Performs other related duties as assigned by the Transportation Supervisor and/or Superintendent of Education.

EVALUTION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.