

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

Position: Day-to-Day Substitute Mechanic

Reports To: Director of Transportation

Job Description: The Mechanic is responsible for maintenance and repair of automobiles, school buses and other mechanical or mobile equipment used by the county school system.

Qualifications: Holds a high school diploma or TASC.
Holds or qualifies for "Mechanic" classification.
Holds a commercial driver's license (CDL) with P (passenger) and S (school bus endorsement).
Holds and maintains certification as a school bus operator or willing to obtain certification within the first 12 months of employment.
Has completed certificated training in Automotive Technology or Diesel Mechanics preferred.
Verified successful automotive technology/diesel mechanic experience Preferred.

Minimum Physical requirements:

1. **Ability to lift tools, building materials, etc., which weigh up to 50 lbs. constantly, 50-75 lbs. frequently, 75-100 lbs. occasionally with assistance.**
2. **Ability to work in unusual or extreme elements; such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.**
3. **Ability to stand or walk for a minimum of 8 hours a day.**
4. **Ability to work safely from heights on ladders and scissor lifts (up to 36 feet).**
5. **Ability to work in small spaces with frequent crouching, stooping, and reaching.**

Responsibilities: The Mechanic shall have the following responsibilities and duties:

1. To perform preventive and corrective maintenance on automobiles, school buses and other mechanical or mobile equipment used by the county school system.
2. To repair all automobiles, school buses and other mechanical or mobile equipment used by the county school system.
3. To inform the Director of Transportation of supply needs.
4. To respond to emergency situations as requested.
5. To perform the physical demands of the position, as necessary, in an effective and efficient manner.
6. To perform other duties as assigned by the Director of Transportation and/or Supervisors.
7. Must acknowledge and sign the Drug-Free Workplace Policy.
8. Must supply basic tools.
9. Transport students as needed.

Work Habits: The Mechanic shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion.
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and productively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

Length of Employment: Substitute as needed

Salary: Pay Grade.....F