Winston-Salem/Forsyth County School District  
Maintenance Mechanic II - Transportation (1378)

**JOB POSTING**

**Job Details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Maintenance Mechanic II - Transportation</th>
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<tr>
<td>Posting ID</td>
<td>1378</td>
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**FUNCTIONAL PURPOSE**

The purpose of this position is to perform journeyman work in the maintenance and repair of school buses and other fleet automotive of the school system Transportation Department. The work involves identifying, diagnosing, and repairing malfunctions in vehicles and equipment, testing equipment for compliance with safety standards and operating specialized power tools to recondition complete sub-assemblies.

**DUTIES AND RESPONSIBILITIES:**

- Demonstrates a safety mindset at all times: safe buses for students, safe working environment for fellow workers and monitoring safe movements of school and activity buses while operating on public streets and highways are the paramount criteria for this position. Must be aware of and understand pertinent OSHA requirements.
- Tests repaired equipment for compliance to safety standards.
- Operates specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills; operates brake lathe, bearing presser, tire machine and forklift.
- Checks wiring system for different electrical problems; checks and repairs all lights, switches, buzzers and gauges; repairs and replaces steering wheel and horn kit, headlights, brake lights, light covers and bulbs.
- Assists Mechanic III in identifying, diagnosing, and repairing malfunctions on transmissions and engines in transportation vehicles and equipment including checking for any worn components, push rods, valve springs, head assembly, rocker arms, valve seals, head gaskets, and intake gaskets; torques all components to specifications. Also checks and rebuilds carburetors, water pumps, and fuel pumps; checks and replaces timing chain and gears, radiators, hoses, check belts and vacuum hoses, mufflers, converters, tail pipes, king pins, wheel bearings, tire rods, ball joints, steering gear boxes, power steering pumps, starters, batteries and alternators, brakes, and diesel engine injectors, injector pumps and glow plugs.
- Performs N.C. Motor Vehicle Inspections and N.C. Board of Education School Bus Preventive Maintenance checks and repairs.
- Does re-upholstery work and glass replacement, including replacing window latches, side glasses, windshields, mirrors, seat latches, seat cushions, and seat covers.
- Responds to site of road emergencies such as breakdowns and accidents and provides needed assistance.
- Operates wrecker and assists in vehicle recovery operation and towing.
- Performs required preventive maintenance services.
- Documents all repair actions, parts used and labor consumed and provides documentation for forwarding to the Cost Clerk for entry into the State Vehicle Fleet Management System.
- Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to successfully operate specialized power tools to recondition complete sub-assemblies, including drill press, impact wrenches, grinders, air gun, air hammer, air chisels, air ratchets, air drills; operates brake lathe, bearing presser, tire machine and forklift.
- Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.
- Ability to use a computer and specialized diagnostic programs and equipment to diagnose problems and run test, for different systems including but not limited to engine, transmission, ABS brakes and electrical systems.
- Ability to understand and follow oral and written instructions.
- Ability to prepare and maintain simple records.
- Ability to perform the manual labor associated with major mechanical repair work.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum: HS Diploma/GED and three years hands-on training or work experience in repair and maintenance of automotive equipment; or equivalent combination of training and experience.
- Desirable: H (Hazmat) Endorsement on NC Driver’s License, AES Certification in Brakes, Suspension & Steering or Drivetrain

CERTIFICATION AND LICENSURE REQUIREMENTS:

- NC School Bus Inspection Certificate or obtain within 90 days of employment
- Valid Class B Commercial Drivers License with a P and S endorsement required for mechanics age 18-21. At age 21, the mechanic must obtain and maintain a valid Class A Commercial Drivers License with additional endorsements for tanker combination vehicle (Class A CDL must be obtained within 1 year into position).

Pay Grade: Skill & Trade LC - $2,739 Minimum Monthly Salary - Full Time Position

PHYSICAL WORK DEMANDS:

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<thead>
<tr>
<th>PHYSICAL ACTIVITY</th>
<th>FREQUENCY</th>
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<tbody>
<tr>
<td></td>
<td>C - Constant</td>
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<td>C - Constant</td>
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<tr>
<td></td>
<td>F - Frequent</td>
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<td>F - Frequent</td>
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<tr>
<td></td>
<td>O - Occasional</td>
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<td>O - Occasional</td>
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<tr>
<td></td>
<td>I - Infrequent</td>
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<td>I - Infrequent</td>
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<tr>
<td></td>
<td>NR - Not Required</td>
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<td>NR - Not Required</td>
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<tr>
<td>Climbing/Balancing</td>
<td>I</td>
<td>Lifting/Carrying</td>
<td>F 50-100 lbs.</td>
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<tr>
<td>Crawling/Kneeling</td>
<td>F</td>
<td>Grasping/Twisting</td>
<td>F</td>
</tr>
<tr>
<td>Walking</td>
<td>F</td>
<td>Reaching</td>
<td>F</td>
</tr>
<tr>
<td>Running</td>
<td>I</td>
<td>Pushing/Pulling</td>
<td>O-Exert up to 50 lbs of force, F-Exert up to 25 lbs of force, C - up to 10 lbs of force</td>
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<tr>
<td>Standing</td>
<td>F</td>
<td>Fingering/Typing</td>
<td>F requires driving car</td>
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<tr>
<td>Sitting</td>
<td>F</td>
<td>Driving</td>
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In compliance with Federal Law, Winston-Salem/Forsyth County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age, or disability.

**Shift Type**  
Full-Time

**Salary Range**  
$2,739.00 / Per Month

**Location**  
Transportation

**Applications Accepted**

- **Start Date**: 03/13/2023
- **End Date**: 03/27/2023