

Board Members

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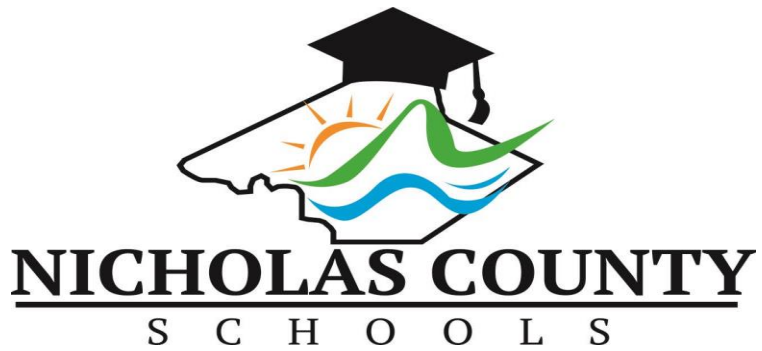
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Rick Green, Member

Superintendent

Dr. Donna Burge-Tetrick



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Phone 304-872-3611
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Job Description

Position: Chief Mechanic

Classification: Service

Reports to: Transportation Director/Transportation Supervisor

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Job Summary:

Personnel employed to be responsible for directing activities which ensure that student transportation or other board-owned vehicles are properly and safely maintained.

Qualifications:

- High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
- Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
- Criminal background check per WV Code §18-5-15c
- Valid West Virginia driver's license and CDL.
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Performance Responsibilities:

- Ensures that vehicles are mechanically and structurally safe for use by county personnel and for transporting students.
- Uses tools and equipment such as oscilloscope for engine diagnosis, tire changes, wheel balancers, front end aligning equipment, plus normal hand wrenches and related tools.
- Overhaul engines.
- Replaces and repairs components on vehicles, bodies, and chassis.
- Repairs, patches, and paints vehicle bodies.
- Repairs or replaces transmissions and clutches.
- Performs engine tune-ups.
- Provides emergency road service to repair disabled vehicles.
- Repairs electrical systems and components.
- Replaces or repairs exhaust systems.
- Changes and repairs tires.
- Performs general maintenance and service on vehicles to insure their dependable operation.
- Maintains a list of components used to prepare each vehicle and reports daily so new supplies can be requisitioned.
- Maintains time and materials records as required.
- Maintains positive work habits.
- Performs duties efficiently and productively.
- Maintains and/or upgrades job-related skills.
- Performs other tasks as assigned by supervisor.
- Organizing daily work schedule for all mechanics.
- Preparing and organizing for all inspections.
- Assigning all spare buses when needed.
- Always develops and maintains a safe work environment
- Performs other duties as assigned by Director/Superintendent

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach overhead and shoulder height, stand, walk, lift, pull, push, grasp, talk, hear, see, use interior and exterior rear view mirrors, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds (100 pounds minimum on a special education bus) of materials, children, etc.

Specific vision abilities required by this job include distance vision such as to read road signs and detect road hazards, near vision such as to monitor instruments as well as student passengers, color vision, depth perception, and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires exposure to extreme temperatures from below freezing to occasionally 90°F during warmer months. The noise level in the work environment is moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised 04.18.23