

**ST. MARY'S COUNTY PUBLIC SCHOOLS
NON-CERTIFICATED POSITION DESCRIPTION**

MAINTENANCE TRADES IV (VEHICLE MECHANIC)

POSITION: Maintenance Trades IV (Vehicle Mechanic)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

Assumes responsibility for the expeditious and effective completion of all assigned transportation projects. Position requires the ability to determine stock levels of materials and supplies, capability to assess and maintain adequate supplies for scheduled projects and keeping abreast of the newest materials and techniques. Must possess the ability to maintain daily, weekly, and monthly documentation within this area, ability to estimate project requirements, and ability to recommend and execute desirable vehicle corrections. Assures daily that work meets federal, state, and local requirements. Provides daily input to Director of Maintenance or designee.

ESSENTIAL FUNCTIONS:

- Plans and performs routine maintenance, repairs, and inspections of buses;
- Must be able to work flexible hours;
- Lifts and carries heavy objects and works above normal heights;
- Assist with bus inspection reports;
- Prepares detailed material lists and general scope of work for bus repairs;
- Communicates verbally and in writing with school staff and supervisors concerning bus repairs, inspections, and maintenance;
- Ability to follow verbal and written instructions;
- Consistent and reliable attendance;
- Troubleshoot and repair problems in various automotive systems such as air conditioning, brakes, and drive-train systems;
- Read, understand, and interpret blueprints, schematics, technical specifications for vehicles such as passenger vehicle, buses, etc.

DUTIES AND RESPONSIBILITIES:

- Performs basic preventative maintenance such as oil change, replacement of filters, belts, hoses, and lubrication on diesel and gasoline engines;
- Replace components as needed or prescribed;
- Cleans, inspects, replaces all drive lines and suspension components;
- Performs minor engine tune-up;
- Mounts and balances tires;
- Repairs minor electrical problems involving charging systems, lights, and fuses;
- Repairs and maintains small two and four stroke engines;
- Inspects and repair components of brake system, including replacement of pads, rotors, drums, and power units;
- Replace transmission using remanufactured or new assemblies;
- Diagnose and repair fuel system problems;
- Able to use troubleshooting procedures in shop manuals and computer assisted;
- Knowledge and use of basic electronics in repair of various components and systems;

- Organize automotive repair shop and maintain inventory of needed supplies;
- Diagnose and repair major power-train failures;
- Rebuild engine using remanufactured or new components;
- Able to diagnose and repair diesel engines;
- ASE equivalent competency in the following areas:
 - <Electrical systems
 - <Engine repair
 - <Brake systems
 - <Suspension and steering
 - <Heating and air conditioning for vehicles
 - <Emission controls
 - <Fuel systems
- Performs scheduled preventative maintenance;
- Prepares daily log of work completed and inspections made;
- Maintain shop inventory records, orders parts as needed;
- Responds to emergency duty assignments;
- Ability to use shop mathematics, read drawings, computer, and specifications;
- Capable of expending considerable physical effort to lift, position, store and transport heavy parts and materials;
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.;
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school or GED
- Five years of auto repair and maintenance experience in the installation, repair and maintenance of gas and diesel vehicles; or any combination and training that would provide the knowledge, abilities, and skills. (If so, your work experience on the application must reflect this experience.)
- Ability to use shop mathematics, read drawings, computer, and specifications;
- Capable of expending considerable physical effort to lift, position, store and transport heavy parts and materials;
- Capable of enduring exposure to undesirable elements such as rain, snow, extremes in temperature, mud, dust, etc.;
- Have not more than two current points on the individual's driving record and satisfactory past driving record" (COMAR 13A.06.07.06 A (2)
- Have no criminal history which would be a disqualifying condition under COMAR 13A.06.07.07C or an action under COMAR 13A.06.07.07D. (COMAR 13A.06.07.06 A. (4)
- Obtain and maintain a Maryland Class B CDL with a school bus endorsement within six months of employment; and
- Ability to obtain a Class B CDL with passenger, school bus, and air brake endorsements and ASE S1-S7 (School Bus Certification) within 6 months of employment.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 15.

BARGAINING UNIT:

EASMC-ESP