

**SURRY COUNTY PUBLIC SCHOOLS  
BUS GARAGE MECHANIC  
JOB DESCRIPTION**

Job Title: Bus Garage Mechanic  
Salary Index: .59  
Reports To: Bus Garage Supervisor  
FSLA Status: Exempt

**SUMMARY**

To keep the district's cars and buses in such state of operating excellence that they present no problems or interruptions to the educational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Repairing, servicing and maintaining gasoline and diesel powered school buses and other automotive equipment; preparing and maintaining records and files.
- Diagnoses, adjusts, repairs, overhauls and services gasoline and diesel powered vehicles, air compressors, pump apparatus and hydraulic systems;
- Overhauls, fabricates and services automotive assemblies, systems and accessories such as drive train and rear axles, multi-speed transmissions, and hydraulic compressed air, vacuum and electric controls, air-conditioning electrical systems and components;
- Operates various types of shop equipment, machinery, precision instruments, specialized tools and devices such as dynamometers, boring bars, valve refacing and reseating equipment, dial gauges, wheel alignment gauges, clutch cover assembly devices, power saws, grinders, drill presses, lathes and welding equipment;
- Performs preventative maintenance inspections on buses, medium and light duty trucks, and automobiles;
- Installs, repairs and operates video monitoring equipment in school buses;
- Transport buses to and from drivers and to outside repair facilities;
- Prepares work orders for incoming work; assists in procuring parts;
- Responds to road calls and other emergency calls for service;
- Conducts state inspections;
- Performs related tasks as required.

**QUALIFICATIONS**

Thorough knowledge of the operation and repair of the components, systems and accessories of

gasoline and diesel powered equipment and machinery; thorough knowledge of tools and equipment, as well as the special tools, gauges, machinery and shop equipment used in the repair, servicing and maintenance of transit equipment; ability to detect by inspection any worn, defective or improperly adjusted parts; ability to follow oral and written instructions and to keep records of repair and service operations; ability to establish and maintain effective working relationships with associates

### **EDUCATION and/or EXPERIENCE**

Any combination of education and experience equivalent to graduation from high school and considerable mechanical repair experience including some experience in repairing and maintaining diesel powered equipment.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence:

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

### **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. Promote high standards of safety and good housekeeping methods in all work-connected areas.