

SUMMERS COUNTY SCHOOLS
116 Main Street
Hinton WV 25951
POSITION ADVERTISEMENT
Revised Posting
(Please Post)

To: All Interested Persons
From: Kimberly Rodes, Superintendent
Subject: Service Personnel Vacancy
Date: November 8, 2017

The Summers County Board of Education has the following vacancy for a **Chief Mechanic** and is now accepting applications for this position.

POSITION: Chief Mechanic

QUALIFICATIONS:

1. High School graduate or equivalent.
2. Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.
3. Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.
4. Demonstrate competency, pursuant to WV Code 18A-4-8e
(State approved competency test.)
5. Hold Class B CDL Commercial Driver's License, with P and S endorsements.

SALARY: State Scale (pay grade "G") \$1,000.00 Supervisory Supplement

TERM: 240 days

APPLICATION PROCEDURE: Must submit application no later than 3:00 p.m. on
November 15, 2017 to:
Ms. Kimberly Rodes, Superintendent
Summers County Schools
116 Main Street
Hinton WV 25951 466-6000

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Ms. Kimberly J. Rodes, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215)596-6795.

*SUMMERS COUNTY SCHOOLS
JOB DESCRIPTION
Chief Mechanic*

RESPONSIBLE TO: Transportation Director

PERFORMANCE RESPONSIBILITIES:

1. Diagnose and repair mechanical, electrical and diesel engine defects in buses and other automotive equipment by using electronic computer based diagnostic equipment.
2. Overhaul and rebuild diesel engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.
3. Repair and rebuild generators, alternators and all other electrical components utilizing testing devices and machine equipment, as required.
4. Perform general tune-ups, utilizing diagnostic equipment.
5. Make roadside repairs, as required.
6. Repair and replace seats, glass, sheet metal, latches and other body components and assemblies.
7. Change oil and filters; install antifreeze and snow chains; repair tires; adjust brakes; lubricate chassis, wheel bearings and other assemblies, as required.
8. Perform all required preventive maintenance and regular bus safety inspections.
9. Operate battery chargers, valve re-facing and reseating machines, compression gauges, torque wrenches, welding equipment, grinders, reamers, timing lamps, hoists, jacks, presses, headlight adjustment machines, air wrenches, small lathes, spark plug testers and other equipment for performing repair and maintenance of motor vehicles.
10. Assist in cleaning and organizing the shop, parts room and other maintenance facilities.
11. Complete vehicle maintenance forms and records.
12. Supervise and work with mechanics.
13. Perform any and all other job related duties assigned by the Transportation Director and/or Superintendent.

PERFORMANCE STANDARDS: See performance standards for all service personnel.

EVALUATION: Evaluation will be performed by the Transportation Director or appropriate county office personnel.