



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

## **JOB DESCRIPTION**

**ASSIGNMENT TITLE:**  
Automotive Mechanic

**DEPARTMENT:**  
Transportation

**EMPLOYMENT TERM:**  
12 Months

**GRADE:**  
H-11

**REPORTS TO:** Automotive Shop Supervisor

**SUPERVISES:** None

### **JOB SUMMARY**

Repairs and performs preventative maintenance on all Hampton City Schools-owned vehicles to ensure the safe transportation of students and employees.

### **ESSENTIAL DUTIES**

1. Performs preventative maintenance on vehicles. Installs tires. Changes oil and filters.
2. Performs standard diagnostic techniques and maintains, repairs and overhauls all mechanical systems to include engines, transmissions, electrical systems, chassis and air brake systems.
3. Services and repairs vehicle components. Repairs or replaces parts such as pistons, rods, gears, valves, and bearings. Replaces and adjusts headlights, and installs and repairs accessories, such as radios, heaters, mirrors, and windshield wipers. Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
4. Performs vehicle state inspections.
5. Responds to vehicle emergencies as needed and performs necessary repairs.
6. Maintains service records documenting work performed on vehicles.

### **JOB SPECIFICATIONS**

**Education**  
High school diploma or equivalent.

**License**

Virginia State Inspection license. Commercial driver’s license with school bus endorsement.

**Experience**

Some automotive mechanic experience.

**Essential Technical/Motor Skills**

Ability to manipulate tools and machinery necessary to work on vehicles such as welding equipment, tire mounter/balancer, hand tools, drills, saws, and wrenches, truck lifts, steam cleaners, a rotor turner and other equipment used in the trade. Ability to manipulate controls necessary to safely drive and operate a motor vehicle to include foot pedals, steering wheel, etc.

**Interpersonal Skills**

Ability to positively interact and communicate effectively with coworkers and management.

**Essential Physical Requirements**

Ability to stand for long periods of time. Heavy lifting up to 100 lbs. is required in lifting and/or carrying parts and equipment. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, kneeling and climbing ladders/scaffolds is required while working in, around, and under vehicles.

**Essential Cognitive Skills**

Ability to interpret service manuals, specifications, and diagrams. Knowledge of the methods, materials, tools, and techniques used in the repair of automotive equipment. Thorough knowledge of automotive, truck and school bus mechanical systems, to include the service and repair of both gasoline and diesel engines.

**Essential Sensory Requirements**

Ability to visually assess vehicles and their components in order to identify problems and make repairs. Ability to speak in audible tones to other Hampton City Schools employees to notify them of possible hazards. Close vision, distance vision, night/dusk vision, color vision, peripheral vision required in order to visually assess traffic signs and signals and to ensure that all traffic rules and regulations are followed.

**Working Conditions**

Exposure to road hazards, including accidents and driving in poor weather conditions. Exposure to fumes, chemicals, solvents, and other hazardous materials. Working in a dusty and noisy environment. Working in extreme heat in a garage without air conditioning. Working outdoors in all weather conditions while responding to emergency breakdowns. May be required to work evenings and weekends as needed to make repairs and ensure the operation of Hampton City Schools vehicles.

<b>DATES</b>		
<b>Created:</b> July 2012	<b>Last Reviewed:</b>	<b>Last Modified:</b>