

APPROVED

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George County School District

## Transportation Head Mechanic Job Description

### Job Purpose

- Oversee and perform complex diagnostic, maintenance, and repair services for the district's fleet of buses, trucks, and related equipment.
- Direct shop operations to ensure all vehicles meet or exceed Mississippi Department of Education (MDE) safety standards and operate safely and efficiently.

### Knowledge, Skills, and Abilities

- Advanced knowledge of diesel and gasoline engines, air brake systems, transmissions, electrical systems, and related heavy-duty vehicle components.
- Knowledge of Mississippi school bus inspection standards and applicable federal motor carrier safety regulations.
- Ability to use computerized diagnostic equipment, fleet management software, and maintain accurate service records.
- Knowledge of preventative maintenance scheduling and parts inventory control.
- Ability to supervise shop personnel, assign work orders, and ensure high standards of workmanship and safety.
- Ability to manage shop resources, maintain budget awareness, and procure quality parts and supplies.
- Knowledge of shop safety procedures, including proper handling and disposal of hazardous materials.
- Good written and oral communication skills.
- Physical ability to lift up to 75 pounds, crawl under vehicles, conduct road tests, and work in non-climate-controlled environments.

### Minimum Qualifications

- High School Diploma or GED required; advanced vocational training or Associate's degree in Diesel or Automotive Technology preferred.
- Minimum of five (5) years of experience in heavy-duty vehicle maintenance; supervisory or lead mechanic experience preferred.
- Valid Mississippi driver's license with safe driving record; must possess or be able to obtain a Mississippi Class B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- ASE Certification (School Bus or related series) preferred; ability to obtain MDE Inspector certification required.
- Must meet routine physical requirements necessary to perform essential job duties.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Inspect, maintain, and repair district fleet vehicles and maintenance equipment.
- Schedule and perform preventative maintenance, including tune-ups, oil changes, brake service, and other routine repairs.
- Diagnose and complete complex mechanical repairs in a timely manner.
- Prepare vehicles for required state inspections and ensure all identified deficiencies are corrected promptly.
- Assign daily work orders to mechanics and helpers and provide technical guidance as needed.
- Maintain accurate preventive maintenance records, inspection reports, repair orders, and labor documentation.
- Manage parts inventory, order supplies and equipment, and monitor expenditures within the approved budget.
- Conduct road tests to verify repairs and ensure safe vehicle operation.
- Respond to emergency road service calls and coordinate on-site repairs or towing as necessary.
- Maintain a clean, organized, and safe shop environment; inspect tools and equipment regularly.
- Lead or participate in shop safety meetings and ensure compliance with safety protocols.
- Perform other job-related duties as assigned by the immediate supervisor or Superintendent; limited travel may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Transportation Coordinator

**Supervises:** Transportation Helpers

**Terms of Employment:** 240 Days

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature