

# SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837  
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

## JOB DESCRIPTION

**Job Title: MECHANIC**

**Reports To: Principal**

**Location: Bus Garage**

**Primary Function:**

To perform mechanical maintenance or any other duty listed under Performance Responsibilities as directed by the Fleet Supervisor.

## DUTIES AND RESPONSIBILITIES

- Ability to operate all vehicles utilized in the school division.
- To perform maintenance and repairs following manufacture's manuals.
- To respond to emergency road calls.
- To perform and document thirty-day inspections on all vehicles as required by the Department of Education.
- To prepare a standard work order on all jobs performed documenting time spent, parts used and other items required.
- To perform assigned duties in the diagnosis and repair of automotive equipment.
- To observe high standards of safety and good housekeeping methods in assigned work areas.
- To change tires, paint rims, paint bumpers, etc. on vehicles.
- To transport students on school buses if the need arise.
- To perform other duties as assigned by the Fleet Supervisor
- Must be willing to work evenings, weekends and holidays if needed
- To perform other duties as assigned by the Director of Transportation

## QUALIFICATIONS:

- Must be of good character and possess the ability to work effectively with co-workers.
- Knowledge of International and Thomas School buses preferred, not mandatory.
- Valid Virginia Driver's License with a good driving record.
- Have or obtain a Commercial Drivers License – Class B – PS, and Air break Endorsements.
- Demonstrated ability to do skilled automotive/bus mechanical work.
- Knowledge of lap-top/Pro-Link diagnostics and all Data/Mitchell Systems.
- Virginia State DMV Inspector's License or to be able to obtain one within sixty-days.
- Must possess personal hand tools.

## Board of Education

Berlin/Ivor District  
Florence Reynolds

Boykins District  
Dr. Carolyn Modlin

Capron District  
James Pope III

Drewryville District  
Donna Rountree

Franklin District  
Lynn Bradley

Jerusalem District  
Christopher Smith

Newsoms District  
Denise Bunn

At Large  
Dr. Deborah Goodwyn  
William Worsham

# SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837  
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

- Satisfactory criminal background check.
- Successful completion of drug test.

## **EVALUATION:**

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.

### Board of Education

Berlin/Ivor District  
Florence Reynolds

Boykins District  
Dr. Carolyn Modlin

Capron District  
James Pope III

Drewryville District  
Donna Rountree

Franklin District  
Lynn Bradley

Jerusalem District  
Christopher Smith

Newsoms District  
Denise Bunn

At Large  
Dr. Deborah Goodwyn  
William Worsham