Mechanic I

Reports to: Mechanic Supervisor
Supervises: None
Term of Employment: 12 months’
Salary: Pay Grade 59
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
• Some experience and training with vehicle operation, maintenance and repair is preferred.
• Appropriate North Carolina driver’s license for the weight and type of vehicles operated as required by the Department of Motor Vehicles

Type of work: An employee in this class performs semi-skilled duties in the operation, repair and maintenance of the vehicles in the school maintenance program. Manuals are provided as resource guides for new assignments while other tasks are performed based on experience. Minor problems may be resolved; most others are referred to a supervisor. Errors may be quickly revealed or may be located only by involvement of others. Most errors may be easily remedied and not costly. The employee receives limited supervision.

Essential Job Functions:
• Working knowledge of vehicle operation and maintenance.
• Skill to perform manual tasks associated with engine maintenance, tire replacement, fuel dispensing, washing vehicles, etc.
• Skill in operating various machines in repairing vehicles.
• Ability to locate problems
• Ability to physically perform minor repairs
• Ability to follow oral and written instructions
• Lubricates moving parts of vehicle chassis
• Checks, adds and replaces brake and steering fluids
• Checks, adds and changes engine oil.
• Installs air and oil filters
• Replaces wiper blades and fan belts
• Rotates, replaces and repairs tires
• Replaces brake linings
• Cleans, adjust and changes spark plugs
• Drains and cleans radiators
• Inspects exterior and interior of vehicles for defects
• Removes minor dents
• Tests headlight alignment and makes necessary adjustments
• Cleans carburetors, ignition systems, and electrical components
• Tests and replaces batteries as needed
• Checks and repairs doors and lifts
• Repairs seat belts and broken windows
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered heavy physical work requiring the exertion of 100 pounds of force occasionally and up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm’s length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment