

PLEASE POST

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**PUBLIC SCHOOLS OF ROBESON COUNTY
POST OFFICE DRAWER 2909
LUMBERTON, NC 28359
VACANCY ANNOUNCEMENT**

DATE: March 11, 2024

POSITION: Mechanic II

REPORTS TO: Director of Transportation

SALARY: (GRADE 63: \$3,194.90 Monthly – Starting Salary)

DEADLINE DATE FOR RECEIVING APPLICATIONS: Until Filled

GENERAL DUTIES:

- 🔧 Identifies and diagnoses complex malfunctions.
- 🔧 Tests repaired and replaced equipment for companies to standards.
- 🔧 Repairs and replaces brake drums.
- 🔧 Operates specialized power tools to recondition complete motor assemblies.
- 🔧 Repairs and replaces differentials, drive shafts, front end, and steering mechanisms.
- 🔧 Checks lighting and wiring mechanism to insure proper functioning.
- 🔧 Repairs, adjusts or replaces starters, generators, and transmissions.
- 🔧 Performs North Carolina Motor Vehicles Inspections of buses and other school vehicles.
- 🔧 Provides instruction to lower level mechanics in repair and maintenance practices.
- 🔧 Informs supervisor of parts to be needed.
- 🔧 Any duties and responsibilities assigned by the Shop Foreman or Assistant Director.

QUALIFICATIONS:

- 🔧 A high school diploma. Four years' experience in repair and maintenance of automotive equipment. Technical training in automotive equipment preferred.
- 🔧 Considerable knowledge of the operation principles of diesel engines, and all other mechanical components of school buses and service vehicles.
- 🔧 Considerable knowledge of the types and uses of tools and equipment commonly found in automotive repair shops.
- 🔧 Considerable knowledge of the methods of adjusting and repairing the electrical wiring and generating systems of automotive equipment.
- 🔧 Ability to comprehend and apply North Carolina Inspection Law.
- 🔧 Physical strength and ability sufficient to move relatively heavy objects and to perform manual labor for considerable periods of time.
- 🔧 Must supply all hand tools necessary to perform duties.
- 🔧 General knowledge of School System Transportation Department organization and operational policies and procedures.
- 🔧 General knowledge of NC Department of Transportation computer network.
- 🔧 Ability to prepare and maintain vehicle service records.
- 🔧 Ability to prepare annual inventory and cost record report.
- 🔧 Ability to understand or apply laws, regulations, and policies to the maintenance of financial records.
- 🔧 Knowledge of basic computer operations, including popular computer-driven word processing, spreadsheet and file maintenance programs.

INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be on-line with the Public Schools of Robeson County by **5:00 p.m.** on the stated deadline date in order to be considered for the position.
2. **New Applicants:** Must submit an **on-line application at:** <https://robeson.tedk12.com/hire/index.aspx>
Active Applicants: Must **apply for this job opening at:** <https://robeson.tedk12.com/hire/index.aspx>
Current Employees: Must submit a **letter of interest and resume** for **this** specific job opening.

**Public Schools of Robeson County
Attn: Human Resources Department
Post Office Drawer 2909
Lumberton, NC 28359
Telephone Number: (910) 671-6000**

3. **Selection Process:** All applications received for this position will be reviewed by the Director of Transportation and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year.**

The Board of Education for the Public Schools of Robeson County is an equal opportunity employer.