



## Job Description

**Job Title:** Automotive Mechanic III  
**Position Code:** 5N23, EN23  
**Job Classification:** Non-Exempt

**Supervisor:** Automotive Crew Leader  
**Pay Grade:** 33  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for servicing and repairing automobiles, buses, trucks and other motorized equipment to include preventive maintenance and component repair or overhaul.

### Essential Duties

1. Services and repairs automobiles, buses, trucks and other motorized equipment to include servicing, preventive maintenance, and component repair or overhaul.
2. Performs duties with above average quality on a timely basis.
3. Performs standard diagnostic techniques, maintains repairs and overhauls all mechanical systems to include engines, transmissions, body, electrical systems, chassis and air brake systems.
4. Performs testing on all repairs to ensure quality workmanship including road test.
5. Performs diagnostic testing using software programs such as, but not limited to, IHC Servicemaxx, Cummins Insite, Allison Doc, etc.
6. Performs school bus inspection as indicated in VDOE preventative maintenance manual.
7. Performs vehicle safety inspections as indicated in Virginia State Inspection manual.
8. Performs legible documentation of repairs made on work orders.
9. Participates in cross-training of other employees.
10. Accurately installs and manages replacement parts and accessories.
11. Perform standby duty for a week on a rotating schedule.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### Other Duties

1. Performs any other related duties as assigned by the Automotive Mechanic Crew Leader or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school, trade or vocational school course(s) in automobile and truck, vehicle maintenance with both gasoline and diesel engine training; or any equivalent combination of experience and training. Participation in a minimum of three (3) Newport News Public Schools Leadership Development Courses as prescribed by the Bus and Automotive Shop Manager. Minimum of eight years' experience as a skilled automotive and medium truck technician, involving repairs of buses, automobiles, and related equipment to include experience in the service and repair of Cummins, IHC International engines and Allison automatic transmissions. Thorough knowledge of air brake systems, suspension and steering, and electrical/electronic systems. Must possess at least one master certification from the National Institute for Automotive Service Excellence (ASE) in an applicable area. Must possess a valid Class B Commercial Driver's License with P and S endorsements and a State of Virginia Vehicle Inspector's certification. Ability to lift 75 lbs. on a regular basis.

Must possess a sufficient amount of everyday hand tools applicable to school buses, medium duty trucks and automobiles.

**Working Conditions and Physical Requirements**

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Automotive Mechanic I & II

**Supervision Received:** Automotive Mechanic Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive Mechanic III will be required to follow any other instructions and to perform any other related duties as assigned by the Automotive Mechanic Crew Leader or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 07/19 CR