

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL, Class "B" with passenger, air brakes, "S" and "P" endorsement or must obtain within one year of appointment to position.
- (3) Minimum of seven (7) years successful experience as a mechanic or an approved apprenticeship program with five (5) years' experience. Vehicle HVAC Technician Preferred.
- (4) Must have a School Bus Inspection Certification or must obtain within one year of appointment to position.
- (5) Must have successfully completed training in CFC-12, HFC-134a and HFO-1234y refrigerant recycling and service procedures, required by Section 609 of the Clean Air Act., or must obtain within one year of appointment to position.

KNOWLEDGE, SKILLS AND ABILITIES:

Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification include responsibility for repairing and maintaining a wide range of complex equipment and vehicles such as fire vehicles, construction equipment, buses, school buses, cars, light trucks, heavy trucks, and other types of equipment. Incumbents work under general supervision. While workers require some supervision in most assignments they work independently, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks. The incumbent must be a self-starting. Must be experienced in both vehicles and heavy equipment air condition repairs. Considerable knowledge of construction, assembly, adjustments, and maintenance of a wide variety of automobiles, buses, both light and heavy trucks and of shop tools. Ability to diagnose the more common and complex defects of engines, HVAC, and of all types of equipment. Ability to detect, by inspection, any improper work or broken parts, or wrongly adjusted parts of equipment and individual assembly. Ability to operate a computer and input information in to Fleet computer software. Also keep records of repairs, service operations, and have the ability to make reports. Ability to explain repairs by creating complete sentence with correct spelling and inputting information in to fleet computer software. Ability to follow oral and written instructions accurately. Employees of this class perform skilled tasks in mechanical repair and maintenance of automobile, heavy duty trucks, tractors, buses, and equipment. Work may include HVAC systems diagnosis and repair, welding, occasional machining of parts or other duties relating to the upkeep of equipment. Supervisor may check work during repair, or test running condition of equipment after work is completed.

REPORTS TO:

Fleet Manager

JOB GOAL

To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Diagnoses, troubleshoots, inspects, overhauls, and repairs, vehicles, buses, school buses, heavy-duty construction and maintenance vehicle and equipment systems and subsystems. The majority of the work (approximately 80%) relates to preventative maintenance inspection in the following areas: Engine repair, Automatic transmission/transaxle, Manual drive train and axles, suspension and steering, Brakes, Electrical/electronic systems, heating and air conditioning, Engine performance and drivability, and Engine cooling system, HVAC R134A Freon, Robin Air Evacuation system, check for leaks using nitrogen gas, HVAC system wiring.
- * (2) Reads and interprets schematics, shop manuals, and plans in performing work assignments.
- * (3) Inspect, adjust and replace necessary units and related parts, including cooling, fuel and exhaust systems.
- * (4) Tune both gasoline and diesel engines using standard testing equipment.
- * (5) Repair and overhaul brakes, transmissions, differentials, front and rear axle assemblies and repair and install hydraulic controls.
- * (6) Perform all different phases of tire work.
- * (7) Perform emergency road repairs and test-drive buses and other vehicles to ensure they are in safe operating condition.
- * (8) Daily safety checks of their own tools and shop equipment to make sure there in good working order.
- * (10) Subject to quality control review by supervisor
- * (11) Must be able to operate a computer
- * (12) Must keep a current School Bus Inspection Certification
- * (13) Operates a variety of hand, power, and shop tools.
- * (14) Operates and maintains a variety of electrical/electronic instruments and diagnostic equipment, including diagnostic scopes, gas analyzers, dynamometers, computers and multimeters.
- * (15) Performs welding and fabrication work.
- * (16) Utilizes personal computers to download manufacturers' recommended software and searches the Internet for sources related to the work.
- (17) Completes a variety of reports related to the work.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Salary Lane: Support PFZ

Approved 12/6/2023