

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Automotive Mechanic / Bus Inspector

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Possess a valid Commercial Driver's License (CDL)
3. Minimum of five (5) years experience as an automotive mechanic.
4. Must be able to assess a job and develop lists of materials, supplies and tools needed or execution and proceed with a job in a safe and efficient manner.
5. Meet the requirements for a school bus driver as prescribed in Florida Statutes 6A.3.01 41 and be able to drive a school bus as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and repair of a wide variety of vehicles. Ability to diagnose common defects of vehicles. Ability to use and care for shop tools and equipment. Ability to keep records of repairs and service and to make reports. Ability to follow oral and written instructions. Basic knowledge of computer diagnoses procedure.

REPORTS TO: Coordinator of Transportation

JOB GOAL

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

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Perform reactionary and preventive maintenance on vehicles as directed by Mechanic Supervisor or Coordinator of Transportation.
2. Monitor maintenance needs and report observed deficiencies to supervisor.
3. Diagnose mechanical problems and make needed repairs.
4. Purchase parts and equipment following prescribed purchasing procedures.
5. Clean up job sites upon completion of work.
6. Maintain an inventory of parts, tools, materials and supplies needed to make mechanical repairs.
7. Inspect buses as required by state regulations and recommend corrective action to supervisor.
8. Complete records and reports as required.
9. Perform assigned tasks, observing safety precautions.
10. Provide vehicle maintenance on location when needed.

Inter / Intra-agency Communication and Delivery

- 11. Advise supervisor regularly on the status of jobs.
- 12. Communicate well with supervisor.

Employee Qualities / Responsibilities

- 13. Work independently or as a team member.
- 14. Interact with related personnel.
- 15. Report to work punctually and regularly.
- 16. Display an appropriate work ethic.
- 17. Follow maintenance policies and procedures.

System Support

- 18. Prepare all required reports and maintain all appropriate records.
- 19. Represent the School Board in a positive manner.
- 20. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

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: 12 Month

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

EVALUATION: Annually by designated administrator

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

SALARY ITEM NUMBER: 33, Level II