

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Mechanic Supervisor

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Eight (8) years experience in auto and truck mechanics, five (5) years of which must have been in a supervisory capacity; or,
3. Hold a valid Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of mechanical procedures essential to the upkeep of the School Board fleet. Ability to interpret shop manuals and technical bulletins. Ability to communicate verbally and in writing. Ability to assign, direct and supervise personnel. Knowledge of safety rules. Knowledge of federal, state and local regulations affecting maintenance standards for vehicles owned by the School District.

REPORTS TO: Coordinator of Transportation

JOB GOAL

To assist the Coordinator in maintaining a safe School Board fleet as economically as possible by supervising mechanics and ordering supplies, tools and equipment.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Organize, assign, oversee and evaluate work assignments of transportation mechanics.
2. Diagnose mechanical problems on buses and other vehicles.
3. Execute all jobs in a safe, efficient and high quality manner.
4. Perform routine maintenance and repairs on the District fleet.
5. Monitor condition of buses and other District-owned vehicles, note deficiencies and take the necessary steps to prioritize and correct them.
6. Maintain an inventory of materials, supplies and tools needed in general maintenance.
7. Assume responsibility for inspection of buses and other vehicles as required by law.
8. Maintain records on inspection and repair of vehicles.
9. Respond appropriately to all emergency situations.

Inter / Intra-agency Communication and Delivery

10. Report to supervisor on problems and status of work.

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11. Supervise and interact with mechanics, mechanic helpers and other personnel.
12. Interface effectively with outside agencies.
13. Communicate well with supervisor.

Employee Qualities / Responsibilities

14. Participate in training and assist in providing training for other personnel.
15. Report to work punctually and regularly.
16. Display an appropriate work ethic.
17. Follow department policies and procedures, all state and federal laws and regulations and School Board policies.

System Support

18. Prepare all required reports and maintain all appropriate records.
19. Respond to matters that need immediate attention in the absence of the Coordinator.
20. Maintain positive relationships with outside agencies.
21. Represent the School Board in an appropriate manner.
22. Perform other incidental tasks consistent with the goals and objectives of 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 assigned administrator

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

SALARY ITEM NUMBER: 40, Level VIII