BUTLER COUNTY SCHOOLS

MECHANIC

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Possess Alabama Class "A" Commercial Driver's License (CDL) with passenger endorsement.
(3) Pass State and Federal drug and alcohol screening requirements.
(4) Experience in repair and maintenance of vehicles.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and minor repair of a wide variety of vehicles. Ability to clean and service 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 diagnosis procedure. Ability to work cooperatively with fellow employees. Ability to diagnose common vehicle defects.

REPORTS TO:

Supervisor of Transportation

JOB GOAL

To assist in the maintenance and repair of System vehicles so they provide reliable service in support of the System objectives.

SUPERVISES:

Mechanics helper

PERFORMANCE RESPONSIBILITIES:

* (1) Assist in maintaining buses and other vehicles in the fleet for safe operation with preventative maintenance, care and service.
* (2) Provide general cleaning and service work for vehicles.
* (3) Provide for preventative maintenance of vehicles as an ongoing plan.
* (4) Inspect buses and cars to recommend corrective action as needed.
* (5) Perform repairs to vehicles as assigned.
* (6) Maintain tools and equipment in good working order.
* (7) Maintain garage and follow sound safety practices.
* (8) Perform emergency road repairs and test-drive vehicles to ensure they are in safe operating condition.
* (9) Provide for fuel availability and fuel vehicles as directed.
*(10) Procure and inventory parts, equipment, tools and materials in accordance with prescribed procedures as directed.
*(11) Communicate effectively with staff members, supervisors, administrators and other contact persons using tact and good judgment.
*(12) Follow attendance, punctuality and proper dress rules.
*(13) Ensure adherence to good safety standards.
*(14) Maintain confidentiality regarding school/workplace matters.
*(15) Model and maintain high ethical standards.

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MECHANIC (Continued)

*(16) Demonstrate initiative in the performance of assigned responsibilities.
*(17) Maintain expertise in assigned area to fulfill project goals and objectives.
*(18) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Respond to inquiries and concerns in a timely manner.
*(21) Serve on school/system committees as required or appropriate.
*(22) Exhibit interpersonal skills to work as an effective member.
*(23) Demonstrate support for the school system and its goals and priorities.
*(24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(25) Prepare all required reports and maintain all appropriate records.
*(26) Participate in cross-training activities as required.
(27) Perform other 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:

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

EVALUATION:

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

Job Description Supplement No. 01

*Essential Performance Responsibilities

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