

# Job Description

Liberty Public School District

## Extra Duty - Industrial Tech Set-Up - Automotive

### Purpose Statement

The job of Extra Duty - Industrial Tech Set-Up - Automotive is done for the purpose/s of setting up the automotive classroom; checks all equipment to make sure it meets safety standards and is working properly; maintains that all safety codes are met in the classroom; inventories and orders supplies; and switches out parts on equipment when needed to be replaced.

This job reports to Principal - High School

### Essential Functions

- Completes safety inspections on all automotive equipment for the purpose of ensuring all safety guidelines are being followed.
- Coordinates the set-up of all new equipment for the purpose of ensuring proper set-up and safety are met.
- Ensures the classroom is set-up per curriculum guidelines (e.g. materials, equipment, safety inspections, etc.) for the purpose of ensuring that teachers and students have what they need for a successful class.
- Ensures equipment is working properly and meets all safety standards for the purpose of keeping all students safe while working with the equipment.
- Inventories and orders any supplies that are needed for the purpose of ensuring students have access to materials they need to challenge their abilities.
- Replaces any parts of the equipment (e.g. tire changer, wheel balance, lifting equipment, etc.) for the purpose of maintaining the functionality of the machinery.
- Submits and monitors work orders for equipment repairs for the purpose of insuring equipment is fixed while maintaining the budget.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: working with automotive equipment and parts; organization and communication skills.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: automotive principals; mechanics of the equipment; safety rules and regulations.

ABILITY is required to schedule activities; Flexibility is required to work with others in a variety of circumstances; Ability is also required to work with others; Problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: diagnostic

skills; problem solving skills; technical aptitude; and resourceful.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, 60% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is not required.

**Education (Minimum):** Bachelors degree in job-related area.

**Education (Preferred):**

**Required Testing**

None Specified

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

Missouri State Teaching Certificate

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

9/17/2019

**Salary Grade**

See Misc Stipends Salary  
Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.