CLARKSDALE MUNICIPAL SCHOOL DISTRICT
MECHANIC
JOB DESCRIPTION

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Automotive Service Excellence (ASE) certification or willingness to obtain certification.
3. Experience as a vehicle mechanic, including work experience on heavy trucks (gasoline and diesel).
4. Valid Mississippi Commercial Driver's License (CDL.
5. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to perform all phases of general and major repairs on automotive and other mechanical equipment. Knowledge of the tools of the trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to follow oral and written instructions. Ability to acquire state certification as a bus inspector. Ability to read, write and speak English. Ability to read and interpret manuals related to the trade. Ability to diagnose mechanical problems and perform repairs accordingly.

REPORTS TO:

Director of Support Services

JOB GOAL

To serve as contact for any district vehicle issue, and maintain a safe fleet of vehicles in a cost effective and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Inspect and service buses in accordance with state requirements.
2. Accomplish engine testing and repair using electronic analyzing equipment and other bench test equipment, as assigned.
3. Perform trouble shooting and repair of all vehicles and equipment components.
4. Perform road testing of all vehicles to determine road worthiness and/or required repairs.
5. Prepare and complete all work orders and records as necessary.
6. Respond to road calls as needed.
7. Provide preventive maintenance on vehicles as an ongoing plan.

MECHANIC (Continued)

8. Perform emergency road repairs and test drive vehicles to ensure they are in a safe operating condition.
9. Act as substitute bus driver as needed. Operate vehicles in a safe and lawful manner.
10. Maintain tools and equipment in good working order.
11. Assist in cleaning shop and work area.
12. Represent district in investigation of accidents.
13. Serve as key person to contact in regard to any district vehicle or equipment.
14. Dispense and recover freon if licensed.
15. Monitor recalls and repairs.
16. Make contact with vendors.
17. Maintain contact with division regarding mechanical issues.
18. Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

19. Meet and deal effectively with staff members and other contact persons using tact and good judgment.
20. Follow attendance, punctuality and other qualities of an appropriate work ethic.
21. Ensure adherence to good safety standards.
22. Maintain confidentiality regarding school/workplace matters.
23. Model and maintain high ethical standards.
24. Maintain knowledge and skills in assigned area to fulfill position goals and objectives.
25. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra - Agency Communication and Delivery

26. Exercise service orientation when working with others.
27. Keep supervisor informed of potential problems or unusual events.
28. Use effective, positive interpersonal communication skills.
29. Respond to inquiries and concerns in a timely manner.

System Support

30. Exhibit interpersonal skills to work as an effective team member.
31. Follow federal and state laws as well as School Board policies, rules and regulations.
32. Demonstrate support for the school district and its goals and priorities.
33. Demonstrate initiative in identifying potential problems or opportunities for improvement.
34. Prepare or assist in the preparation of all required reports and maintain all appropriate records.

Perform other tasks consistent with the goals and objectives of this position.

MECHANIC (Continued)

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.