

# Bradford County School District

## JOB DESCRIPTION

### Mechanic Assistant

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent or equivalent knowledge of education, training and experience.
- (2) Must possess, or obtain within probationary period, a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.
- (3) Basic knowledge of and aptitude in automotive, heavy equipment/machinery maintenance and repair.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow oral and written instructions accurately. Employees of this class assist with performing skilled tasks in mechanical repair and maintenance of automobile, heavy duty trucks, tractors, buses, and other standard, special automotive equipment in accordance with standard trade practices.

#### REPORTS TO:

Foreman

#### JOB GOAL

Assist in the performance of work involving the maintenance and repair of gasoline and/or diesel driven motors and related auto equipment, machinery and tools.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Assist with inspections and repair work on School Board automobiles, buses, light and heavy trucks, graders, mowers, and other automotive, diesel, and mechanical equipment.
- 2) Inspect, adjust and replace necessary units and related parts, including cooling, fuel and exhaust systems.
- 3) Assist with tuning motors using standard testing equipment.
- 4) Assist with repair and overhaul brakes, transmissions, differentials, front and rear axle assemblies and repair and install hydraulic controls.
- 5) Assist with performing all different phases of tire work.
- 6) Assist with emergency road repairs and test-drive buses and other vehicles to ensure they are in safe operating condition.
- 7) Maintain tools and equipment in good working order.
- 8) Assist the Shop Foreman in scheduling the progression of vehicles through the shop.
- 9) Perform other incidental tasks consistent with the goals and objectives of this position.
- 10) Ability to work in a constant state of alertness and safe manner.

**Mechanic Assistant (Continued)**

11) Attends training and continuing education classes

**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 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.

**Job Description Pay Lane 1  
of the ESP Salary Schedule  
DOE Job Code 78025**

**Board Approval 08/09/2021**