

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

MECHANIC

QUALIFICATIONS:

- High school diploma or equivalent.
- Automotive Service Excellence (ASE) certification or willingness to obtain certification.
- Experience as a vehicle mechanic, including work experience on heavy trucks (gasoline and diesel).
- Valid Florida Commercial Driver's License (CDL), Class B, within ninety (90) days of employment.
- Must be able to work shifts as assigned.
- 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.

REPORTS TO: Coordinator of Facilities, Maintenance & Transportation

JOB GOAL

To maintain a safe fleet of vehicles in a cost effective and efficient manner.

SUPERVISES: NA

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.

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

MECHANIC

- 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.
- 8) Perform emergency road repairs and test drive vehicles to ensure they are in a safe operating condition.
- 9) 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) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

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

Inter/Intra-Agency Communication and Delivery

- 20) Exercise service orientation when working with others.
- 21) Keep supervisor informed of potential problems or unusual events.
- 22) Use effective, positive interpersonal communication skills.
- 23) Respond to inquiries and concerns in a timely manner.

System Support

- 24) Exhibit interpersonal skills to work as an effective team member.
- 25) Follow federal and state laws as well as School Board policies, rules and regulations.
- 26) Demonstrate support for the school district and its goals and priorities.
- 27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- 28) Prepare or assist in the preparation of all required reports and maintain all appropriate

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

MECHANIC

records.

29) Perform other duties as assigned by Supervisor and/or Superintendent.

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 Personnel, 260 Days)

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.

Paid Holidays for 12 Month Personnel

Independence Day (1)

Labor Day (1)

Thanksgiving (2)

Christmas (2)

New Year (2)

MLK (1)

EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisor's Signature

Employee's Signature

Date

Date

FCSB Approval Date