

Automotive Mechanic

DEPARTMENT:	Buildings and Grounds	REPORTS TO:	Director of Buildings & Grounds
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Non-Exempt

Position Description

The Automotive Mechanic supports the district by inspecting, evaluating, repairing, and servicing automotive vehicles, gas and diesel tractors, heavy equipment, and gas-powered landscape equipment. This position is also responsible for maintaining records of service schedules to ensure a safe and effective fleet of vehicles for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Automotive Maintenance	- Remove, repair, and replace broken or worn-out parts. Test repairs when applicable. - Conduct inspections and perform preventive maintenance on District vehicles on a regular basis. - Maintain a safe and orderly working environment to ensure efficient and effective operations. - Locate, repair, and return vehicles during service calls and verify quality of repairs with appropriate personnel.	60%
Welding	- Install, repair, and fabricate materials out of metal. - Utilize MIG, TIG, and arc welding techniques to perform proper creation, repair, and maintenance of metal surfaces to ensure the safety and efficiency of operations.	20%
Recordkeeping	- Compile, record, and file requisitions and purchase orders - Purchase parts and maintain inventory of supplies needed for fleet repairs and maintenance - Maintain accurate tool inventory to ensure efficient and accurate records	15%
Training & Support	- Provide training opportunities to co-workers. - Trouble-shoot equipment breakages to determine misuse and perform retraining to ensure safe and efficient usage of tools and equipment.	5%
Other	Other duties as assigned.	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees.
- **Supervisory Activities:** Training.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks.

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college or technical degree and 3 or more years of related work experience in the service and repair of gasoline engines, diesel tractors, suspension systems, and vehicle power trains.
 - High school diploma/GED and 5 or more years of related work experience in the service and repair of gasoline engines, diesel tractors, suspension systems, and vehicle power trains.
- **Licensure:** Valid Driver's License
- **Certificates, Certifications, or Other Training:** Current welding certification.
- Ability to lift and carry up to 100 pounds.

Preferred

- None

Knowledge & Skills

Knowledge

- **Basic:**
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
- **Advanced:**
 - Knowledge of the principles of gasoline and diesel engines.
 - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization. Safety regulations for automotive maintenance.
- **Expert:**
 - Skilled Trades and Construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading Comprehension, Management of Material Resources, Time Management, Service Orientation, Social Perceptiveness, Judgement/Decision Making, Systems Analysis, Systems Evaluation, Equipment Maintenance,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Coordination, Complex Problem Solving, Repairing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Equipment Selection, Installation, Operation and Control, Operation Monitoring, Quality Control Analysis
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science,

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Carrying/Lifting, Finger Dexterity, Multi-limb Coordination, Reaching, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Standing, Walking, Pulling/Pushing,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Climbing, Repetitive Motion
- **Rarely (Less than 1 hour or 12% of the day):** Sitting, Balancing

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Very heavy work:* Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024