

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

### MASTER MECHANIC

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent, supplemented by two years of journeyman level experience as an automotive or diesel mechanic.
- (2) Valid Florida license, Class B or higher, with passenger and school bus endorsement, or agree to obtain such license within a 12-month period
- (3) Valid A.S.E. certification in Heavy Duty Truck Repair and/or Automobile Repair (may be waived for a 12-month period).
- (4) Must be able to understand technical/professional manuals.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of construction, assembly and adjustment and maintenance of a wide variety of automobiles, trucks and of shop tools. Ability to diagnose the more common defects of motors and of all types of shop equipment. Ability to detect, by inspection, any work or broken part, or wrongly adjusted part of assembly. Ability to keep records of repair and service operations, and to make reports. Ability to follow oral and written instructions accurately. Journeyman level skill in the application of methods and techniques used in the automotive and diesel mechanic craft, and in the care and use of pertinent tools, equipment and facilities. Skill at the journeyman level in the maintenance and repair of gasoline and diesel driven automotive and related equipment. Perform 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. Work may include welding, occasional machining of parts or other duties relating to the upkeep of equipment. Work without close supervision, using independent judgment as to methods of repair after receiving oral instructions or written work orders as to the nature of work to be performed. Supervisor may check work during repair, or test running condition of equipment after work is completed.

#### REPORTS TO:

Chief Mechanic

#### JOB GOAL

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

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES

- (1) Inspect and make repairs on all aspects of School Board automotive vehicles and equipment.

Board Approved February 17, 1998  
Amendments Board Approved April 15, 2003, June 19, 2018, November 20, 2018

## **MASTER MECHANIC (Continued)**

- (2) Do general and major repair work on automobiles, buses, light and heavy trucks, graders, mowers, and other automotive, diesel, and mechanical equipment; inspect, adjust and replace necessary units and related parts; cooling, fuel and exhaust systems, tune motors using standard testing equipment.
- (3) Repair and overhaul brakes; transmissions, differentials, front and rear axle assemblies; repair and install hydraulic controls. Also perform all different phases of tire work.
- (4) Perform minor body repairs.
- (5) Perform emergency road repairs and test drive buses and other vehicles to ensure they are in safe operating condition.
- (6) Maintain tools and equipment in good working order.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.
- (8) Other duties assigned by the immediate administrator or supervisor.

## **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:**

Approved Unit Compensation plan, pay grade 33 plus \$2.50 per hour pay differential  
12 months  
8.0 hours per day

## **EVALUATION:**

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