

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CHIEF MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five years extensive, practical experience in all types of vehicle repair and maintenance.
- (3) Valid Florida CDL Class A license.

KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory skills. Knowledge of federal, state and local laws and regulations affecting minimum maintenance standards for vehicles owned by the School District. Organizational and monitoring skills. Knowledge of safety rules.

REPORTS TO:

Director of Transportation

JOB GOAL

To maintain a fleet of safe, operational buses and support vehicles as economically as possible for the School District.

SUPERVISES:

Mechanics
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Establish an effective, economical preventive maintenance program and maintenance schedules for all school buses and other vehicles.
- (2) Determine that repair and rehabilitation work is assigned appropriate priorities to the proper mechanics and that each vehicle is returned to operation in the quickest time practical, considering needs and economy of funds.
- (3) Determine that all maintenance, repair and rehabilitation of vehicle objectives are being achieved within established timelines.
- (4) Supervise the overall operation of all vehicle maintenance and repair shop, and perform spot inspection of work performed by other mechanics.
- (5) Work with commercial insurance adjusters in arriving at estimates for repairs of vehicles that have been involved in accidents, including a determination that adequate reimbursement funds are provided.
- (6) Provide detailed specifications, as a basis for the purchases of vehicles, equipment and tools needed for the Vehicle Maintenance shops, and inspect newly-purchased vehicles, equipment and tools to determine that they fully meet such specifications.
- (7) Investigate the need and determine the type of new equipment to properly maintain Board-owned vehicles in accordance with state and federal regulations.

Board Approved February 17, 1998
Amendment Board Approved April 15, 2003

CHIEF MECHANIC (Continued)

- (8) Determine the need for the purchase of oils, greases, tires and repair parts to meet the requirements for vehicle maintenance.
- (9) Determine the need for additional schooling and on-the-job training of mechanics and other vehicle maintenance associated personnel.
- (10) Coordinate bus vehicle maintenance programs with school bus route schedules, considering the utilization of each unit for maximum efficiency and economy. Maintain records of all maintenance activities for all vehicles.
- (11) Assist the Director, as required, in the planning and preparation of the Transportation Department budget.
- (12) Assist in the acquisition and disposition of school buses and other vehicles.
- (13) Perform mechanical work on vehicles as needed.
- (14) Maintain records on each vehicle.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.
- (16) 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 27-30

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.